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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PIEDMONT FAMILY YMCA

Job Title: **Controller**

FLSA Status: **Salaried**

Reports to: **Chief Executive Officer**

Revision Date: 1-2-2017

POSITION SUMMARY:

This position directs and plans the preparation of reports that summarize and forecast YMCA business activities and financial positions in areas of income, expenses and earnings based on past, present and expected operations. The position also oversees and manages funds and accounts, establishes budgets, approves expenditures and provides guidance to ensure the financial solvency of the organization.

The Piedmont Family YMCA Controller is also responsible for the human resource function, which includes maintaining all personnel records, creating and posting all required forms for payroll and other personnel-related recordkeeping, ensuring new hire data is complete and required background checks are obtained timely, and working with employees to support other human resource activities.

The Controller supports the work of the Piedmont Family YMCA, a leading Charlottesville nonprofit, committed to strengthening the community through youth development, healthy living and social responsibility. Presently, there is one staff accountant who supports the financial function of the YMCA. Additional staff may eventually come on board based on the expanded workload of the new Brooks Family YMCA facility, opening in mid-2017.

PRINCIPAL ACCOUNTABILITIES:

Management

1. Maintain a documented system of accounting policies and procedures
2. Manage outsourced functions (Payroll)
3. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
4. Oversee the accounting operations of other departments, especially their control systems, transaction-processing operations, and policies and procedures.

Transactions

1. Ensure that accounts payable are paid in a timely manner
2. Ensure that pledges and accounts receivable are reported accurately and timely
3. Process payroll in a timely manner

4. Ensure that periodic bank reconciliations are completed
5. Ensure that required debt payments are made on a timely basis
6. Maintain the chart of accounts
7. Maintain an orderly accounting filing system
8. Maintain a system of controls over accounting transactions

Reporting

1. Issue timely and complete financial statements
2. Coordinate the preparation of the annual audit
3. Prepare periodic reports to Y-USA and other entities
4. Recommend benchmarks against which to measure the performance of YMCA operations
5. Calculate and issue financial and operating metrics
6. Manage the production of the annual budget and forecasts
7. Calculate variances from the budget and report significant issues to management
8. Provide for a system of management cost reports
9. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

1. Coordinate the provision of information to external auditors for the annual audit
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings

ADDITIONAL ACCOUNTABILITIES:

1. Handle all local and state tax compliance issues, including reconciling quarterly payroll reporting, business license compliance reporting and any special requests received.
2. Maintain insurance coverage in several areas, such as directors' E&O, general liability, facility insurance, workers compensation and employee benefit insurance.

Desired Qualifications: The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience for a major company or non-profit organization. Preference will be given to candidates with the Certified Public Accountant designation.

Working Conditions: Primarily in an office environment. Will be expected to travel locally as needed to operating locations for meetings. Must be willing to process routine transactions and make accounting entries as needed. Periodic weekend or evening work is expected.

Supervises: All accounting staff