

# Youth in Arts®

## **JOB DESCRIPTION Controller**

**JOB TITLE: Controller**

**FLSA Status: Exempt**

**Reports to: Executive Director**

**Summary:** This position is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the company's reported financial results.

### **Perform financial activities including the following.**

- Prepare reports that summarize and forecast Youth in Arts business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Maintain a documented system of accounting policies and procedures.
- Adhere to Financial Policies & Procedures Manual, initiate review/update with CPA Consultant as necessary.
- Periodically review business services providers (e.g. HR, payroll, printing, consultants) to ensure best value to organization.
- Review and advise management on business contracts.
- Co-ordinate banking and financial reporting for fundraising events.
- Arrange and advise management about all insurance coverage/policies, including worker's compensation, property, general liability, director's and officers.
- Arrange and manage fiscal year end CPA Review/Audit of company's accounts.
- Prepare reports required by foundation and other donor agencies as may be requested.
- Coordinate/perform the month-end and year-end closing process, including preparation of back-up schedules.
- Build financial models and/or additional financial reports and provide financial analysis as needed/requested.
- Prepare annual budget and periodic updates and coordinate with grant applications as necessary.
- Produce timely and complete monthly financial statements and reports. Review for accuracy and clarity.
- Track, prepare and maintain 1099's annually for independent contractors.
- Run semi-monthly payroll and track time-off requests.
- Update annual program report and Cultural Data Project.
- Other duties may be assigned to meet business needs.

### **Perform typical bookkeeping tasks monthly, including but not limited to:**

- Manage and Coordinate Contracts, Accounts Payable and Accounts Receivable.
- Enter consignment details and sales data to inventory system. Prepare BOE sales tax filing.
- Prepare and make bank deposits.

- Track, prepare and maintain vendor/contractor invoicing and payments.
- Reconcile all bank and investment accounts.
- Enter journal entries as appropriate and maintain accounting records
- Run and review General Ledger accounts
- Maintain an orderly accounting filing system

**Education/Training/Experience/Competencies:**

- Bachelor's degree or equivalent experience in Accounting, Financial, or Business Administration
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Should have 5-10 years experience in all aspects of accounting.

Proficient knowledge of Word, Excel, FileMaker and Multiledger accounting software