

## **JOB DESCRIPTION CONTROLLER**

**TITLE: CONTROLLER**

**FLSA STATUS: EXEMPT**

**SUPERVISOR: CHIEF FINANCIAL OFFICER (CFO)**

### **SUMMARY OF RESPONSIBILITIES:**

Prepares financial analyses of operations including interim and final financial statements with supporting schedules for the guidance of management. The Controller is responsible for the organization's accounting practices, the conduct of its relationships with the financial community, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls.

### **SPECIFIC RESPONSIBILITIES:**

- Responsible for evaluating the performance of the Senior Staff Accountant and the Accounting Manager.
- Maintains the Organization's system of accounts and keeps books and records of all Organization transactions, assets and liabilities using Blackbaud's *Financial Edge*.
- Prepares cash flow forecasts, prepares accurate and timely reports that communicate the Organization's financial position in the areas of income, expenses, endowments, restricted gifts, and earnings.
- Takes the lead in assuring accurate completion of bi-weekly Ceridian payroll process.
- Works closely with Director of Information Technology to maintain and improve corporate software capability
- Coordinates and directs the preparation of the corporate budget, and assists with the Adult Day Centers budgets. Coordinates and directs the preparation of financial forecasts, institutes and maintains other planning and control procedures, and analyzes and reports variances.
- Is responsible for compliance with all federal, state, and local corporate, payroll, and other applicable taxes.

- Oversees the annual audit and tax return filing for the corporate entity and subsidiaries, as well as annual Commonwealth of Massachusetts Cost Reports for Adult Day Centers and wholly owned general partners
- Furnishes internal reports, revises and updates reports to be more useful and efficient, and furnishes external reports as necessary.
- The Controller has the responsibility for providing effective financial controls for the organization.
- Other corporate projects and duties as needed

**SPECIFIC QUALIFICATIONS:**

- BS Degree in Accounting or related major
- CPA certification preferred.
- 5+ years of experience in accounting
- Excellent computer skills
- Excellent communication skills both verbal and written
- Valuable experience for this position would include public accounting and Non-profit accounting including restricted funds.

**To Apply:**

Interested applicants can send resume, cover letter and salary requirements by one of the following options:

E-mail: [careers@rogerson.org](mailto:careers@rogerson.org) (Please indicate job title in subject of e-mail)

Fax: 617-469-5861 c/o HR Department

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