



## POSITION DESCRIPTION

**Title:** Controller

**Reports to:** COO/CEO

**Status:** Full time, Exempt

**Benefits:** Per Personnel Policies

**Date:** May 2017

**Position Level:** 6a, Starting salary \$65-75k

**Location:** Durango, CO

### **Summary:**

The Controller is responsible for maintaining and overseeing Conservation Legacy's financial and accounting services. They are responsible for implementing an overarching financial structure for the entire organization that supports the viability of the business model and program mission. The Controller leads the Conservation Legacy finance staff and operations.

### **Essential Accountabilities and Functions:**

#### **Management and operations**

- Manage accounting operations and associated roles
- Provide financial reporting and analysis for work in process
- Work closely with the CEO to ensure systems match program needs and fit within organizational structure. Team with others regionally to better understand organizational needs

#### **Financial System Management** (Blackbaud Financial Edge accounting system)

- Oversee users and account coding
- Perform monthly reconciliations
- Submit bi-monthly financial reporting to CEO and Board of Director
- Work with program EDs on accuracy and accruals
- Make adjusting journal entries
- Maintain Depreciation Schedule
- Allocate Shared expenses

#### **Annual Audits – Organization wide & A-133**

- Present closed financials to auditors
- Prepare SEFA for A-133 auditor
- Prepare SOFE for 990
- Prepare 50+ revenue confirmation letters
- Manage all auditor document requests and inquiries

#### **Bank Accounts/ Loans**

- Monitor daily activity and balances
- Make all teller transactions and transfers
- Consider short term cash flow
- Manage line-of-credit including monthly reports to bank

**Additional**

- Prepare annual independent cost rate Proposal
- Prepare Annual 5550
- Prepare Annual Secretary of State reports (CO, AZ, NM, TN, VA, WV)
- Maintain business licenses and Section 125 Plan
- Manage Real Estate transactions and accounting
- Review of A/R
- Reconciliation of books/award systems
- Payroll reconciliation
- Bank Reconciliation
- Asset management
- Reconciliation of lease schedules
- Solve for ad hoc/emerging process questions

**Physical requirements:**

To successfully perform essential functions the Controller is required to sit, stand, walk, speak and hear. The Controller may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The ability to drive a Conservation Legacy vehicle is also required. Travel may be required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Qualifications:**

- Minimum of 5 years of experience in finance functions, with a strong preference for experience in non-profit organizations.
- Experience at managing staff and serving in a senior role in financial management, including facilitating audits, financial reporting and preferably managing federal funding
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand financial needs as they arise.
- Bachelor's Degree or higher in Accounting, Business or similar field preferred
- CPA preferred
- Valid driver's license, insurable driving record and acceptable criminal history check
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Highly prefer experience with Blackbaud Financial Edge software

**To Apply:**

Please send cover letter and resume to Stacey Alfandre, [stacey@conservationlegacy.org](mailto:stacey@conservationlegacy.org).