

Job Description		
Job Title: Controller	Reports to: President & CEO	FLSA Status: Exempt

Summary: This position is responsible for the financial and accounting functions of the Sacramento Metro Chamber and its affiliates, the Metro Chamber Foundation, and the Capital Region Small Business Development Center.

This will be achieved by performing the following duties.

Essential Responsibilities include the following. Other duties may be assigned.

- Exemplify Metro Chamber's Mission Vision and Values by exceeding internal and external company goals and expectations through Collaboration, Growth Orientation and Impact.
- SMCC accounting supervision, monthly review of accounts receivable, GL and financial statements, annual budgeting and monthly budget monitoring, board financial reporting, daily monitoring of cash position and dues receipts, weekly AP monitoring and check signing.
- Metro Chamber Foundation monthly GL and financial reported, annual budgeting and monthly budget monitoring, board financial reporting, weekly AP monitoring, and financial administration for grants as needed.
- Manage and supervise finance department staff.
- Audit and tax return preparation liaison and coordination for multiple entities.
- Manage insurance and employee benefits programs.
- Provide support to the Finance Committee, Executive Committee, Board of Directors and any other special task force or project as designated by the President & CEO.
- Facilities equipment purchasing.
- Manage IT System services contract with provider.
- Work with the President & CEO to develop and execute the financial strategy of the company.
- Ensure full transparency over the financial performance of the company.
- Provide advice on how to increase revenue and reduce costs to the President & CEO, the Executive Vice President, and the heads of the affiliate entities.
- Effectively and clearly communicate potential risks in a timely manner.
- Propose action plans to ensure that annual financial objectives are attained.
- Maintain timeliness, speed and accuracy of billings and client payments.
- Design and implement systems for AR and ensure timeliness, speed and accuracy of invoicing.

Competencies: To perform the job successfully, an individual should demonstrate the following:

- **Cost Management** - Controls costs through economical utilization of personnel, materials and equipment.
- **Job Knowledge / Technical Skills** – Thoroughly understands all aspects of the job; possesses practical hands-on experience. Drive to continuously build knowledge base and improve professional skills.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Speaks and writes clearly and persuasively in positive or negative

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situations; Listens and gets clarification; Responds well to questions; Writing is clear, informative and professional.

- **Communication** - Speaks and writes clearly and persuasively in positive or negative situations; Responds to internal and external communications in a timely manner; Listens and gets clarification; Responds well to questions; Writing is clear, informative and professional.
- **Team Work** - The ability to work effectively with others, balancing the needs of the team and those of the individual; Gives and welcomes feedback.
- **Administration and Organization Support** - Follows policies and procedures; Processes paperwork accurately, timely and legibly; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Productivity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly. Can be relied upon to meet schedules, deadlines and productivity standards; completes tasks on time or notifies appropriate person with an alternate plan; Ability to prioritize work load, attain needed resources and execute a plan that optimized results.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Strategic Thinking**- Focuses on how to create a better future for the organization by being proactive, prioritizing work performed by level of importance and adding value through the accomplishment of high payoff results.
- **Planning Organization**- Ability to prioritize work load, attain needed resources and execute a plan that optimized results.
- **Professionalism**- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Dependability**- Can be relied upon to meet schedules, deadlines and productivity standards; completes tasks on time or notifies appropriate person with and alternate plan.
- **Leadership**- Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; Identifying employees with potential and invests time and energy in developing their talent.
- **Supervisory Skills**- The ability to attain the peak performance of each employee each day. Upholds company standards consistently by consistently praising good performance publicly and addressing performance issues privately; focusing on the problem without the personal attacks.
- **Appearance and Grooming**- Practices and appropriate grooming, hygiene and attire selection.
- **Innovation**- Displays original thinking and creativity/ meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

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- **Problem Solving/Judgement-** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions and assess consequences; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Initiative-** Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed; Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Accounting degree; CPA preferred; minimum of 5-8 years accounting/finance experience at progressively increasing higher levels of responsibility, including 2-4 years hands-on and 4-6 years of management experience at a senior management level; minimum 2 years audit experience preferred; minimum 2 years accounting management experience in a multi-entity environment.
- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Business Acumen:** Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of, Internet software, Spreadsheet software and Word Processing software.
- **Accounting:** Must possess a thorough understanding of accounting principles, ability to maintain the school's general ledger accurately and in accordance with G.A.P.P., produce annual and three year budgets, including a detailed explanation of variances, identify accounting issues and propose solutions. In addition, must have a current knowledge of legal requirements related to wages and the payment thereof.
- **General Finance:** Must understand principles of business finance, including investment of money, debt management, and banking relationships.

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Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is:

Standing and Sitting: Specific demands for standing and sitting on this job:

- Occasionally required to stand;
- Frequently required to sit

Walking and Reaching: Specific demands for walking and reaching on this job:

- Frequently required to walk and reach with hands and arms

Climb, Balance, Crawl: Specific demands for this job:

- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Dexterity and Sense of Touch: Specific demands for sense of touch and dexterity on this job:

- Frequently required to use hand to finger movements, handle, or feel;

Lifting: Specific demands for lifting on this job:

- Occasionally lift and/or move up to 20-25 pounds

Vision: Specific vision abilities required by this job:

- Close vision
- Distance Vision
- Color Vision
- Peripheral Vision
- Depth perception
- Ability to adjust focus

Verbal and Auditory Demands: Specific talking and hearing abilities required by this job:

- Must be able to talk and hear

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- The employee is occasionally exposed to outside weather conditions.

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Employee Acknowledgement:

My signature certifies that I understand that the foregoing job description is a description of work to be performed, expected competencies and qualifications necessary to be successful. I am attesting that I meet or exceed these qualifications and can perform the essential duties while adhering to the standards set forth under the Physical Demands.

Employee Name

Employee Signature

Date

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