



# Sacramento Metro Chamber Controller

**Reports To:** President & CEO  
**F.L.S.A.:** Exempt  
**Last Revised** 02/28/19

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**Function:** The controller position is accountable for the accounting operations of the Metro Chamber and its affiliates, the Northern California World Trade Center (NCWTC), Metro Chamber Foundation, and other designated affiliate organizations.

This includes oversight of all accounting activities and accounting support staff, the production of all financial reporting, maintenance of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, allow for proper cash management, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

## **Specific Responsibilities include but are not limited to:**

### **Management:**

- Maintain and enforce a documented system of accounting policies and procedures
- Manage all outsourced functions
- Make active suggestions for process improvement to increase company efficiency
- Oversee all Accounting staff
- Manage all service contracts

### **Transactions:**

- Ensure accounts payable are paid in an accurate and timely manner in line with company budget
- Ensure accounts receivable are processed and collected promptly
- Post payroll accurately
- Ensure deposits are processed accurately and tie to source documents
- Complete bank reconciliations accurately
- Ensure all debt payments are paid on time
- Maintain the Chart of Accounts
- Maintain an orderly filing system
- Daily management of cash, reconciliation of all accounts and accurate forecasting of future needs
- Accurately complete month end close cycle and reconcile to source documents

### **Reporting:**

- Issue and complete timely financial statements at the staff and board level
- Manage the creation of the annual budget and forecasting
- Grant administration and reporting
- Audit and tax return preparation liaison and coordination for multiple entities
- Provide support to the Finance Committee, Executive Committee, Board of Directors and any other special task force or project as designated by the CEO



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SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

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## Analysis:

- Creation of financial KPI's and actively give recommendations for company success
- Accurately forecast cash needs and proactively work with Executive Leadership to ensure organization is managing cash appropriately
- Proactively work to find ways to maximize income and decrease expenses

## Specific Requirements:

- Strong knowledge of MS Excel, QuickBooks and Word software
- Experience with ChamberMaster and Weblink a plus
- Strong interpersonal and communications skills with the ability to work well with a variety of people in a senior management role.
- Ability to communicate in a concise, direct manner to staff and board of directors.
- Ability to manage multiple priorities and hit deadlines consistently
- Demonstrated strong personal and professional morals and ethics.

## Experience:

- Accounting degree or commensurate experience; CPA preferred;
- Minimum of 8-10 years accounting/finance experience at progressively increasing higher levels of responsibility
- Minimum 2-4 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 preferred.
- Not for profit experience preferred
- Experience managing grants and grant reporting preferred

## Compensation:

- Depends on experience

## Physical Demands:

May be required to occasionally stand for long periods while assisting with Metro Chamber Events. Must be able to lift 20-25 lbs.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibility from time to time, as needed.

If you are interested in this position, please send your resume and cover letter directly to [ablackwood@metrochamber.org](mailto:ablackwood@metrochamber.org)