

IRIS HOUSE, INC.

POSITION DESCRIPTION

Position Title:	Comptroller	FLSA Status:	Exempt
Incumbent:	Vacant	Department:	Administration
Reports To:	Executive Director	Date:	March 2022 (Rev.)
Location:	West Side Headquarters		

POSITION SUMMARY

The Comptroller is accountable for directing the financial affairs of the organization and for the preparation of financial analyses of operations, including interim and final financial statements and supporting schedules for the guidance of management. She/He directs the organization's financial plans and policies, its accounting practices and controls, the conduct of its relationship with lending institutions and the financial community, the maintenance of fiscal records and the preparation of financial reports. The incumbent oversees the management of the day-to-day financial operation, including accounts payable, accounts receivable, general ledger and payroll. The Comptroller serves as the financial consultant and Chief Financial Officer of the organization.

As a member of the Executive Leadership Team, the incumbent assists in the planning, implementation and evaluation of systems and processes that ensure the successful outcome of the organization's goals and objectives; assists in short and long-term operational support processes and in providing strategic solutions for resolving organizational issues.

ESSENTIAL POSITION FUNCTIONS

1. Develops, analyses and interprets accounting and statistical information to appraise operating results in terms of performance against budget and other matter related to fiscal soundness and operating effectiveness of the organization.
2. Prepares the annual operating budget and ensures budget is monitored for adherence to government and private grant regulations, contractual agreements with providers and Iris House policies.
3. Establishes and maintains collaboration with program directors to discuss budget variances, allowances/disallowances, changes in allocations, budget modifications, upcoming items for new budgets and/or related matters to insure efficient budget utilization.
4. Exercises supervision of unrestricted and restricted fiscal activities to ensure sufficient fiscal controls to safeguard the organization's funds while allowing Iris House to accomplish its programmatic objectives.
5. Oversees tax planning and compliance with all federal, state and local regulations, including payroll and other applicable taxes.
6. Recommends major economic objectives for the organization based upon financial forecast projections; prepares reports that outline Iris House's financial position in the areas of income, expenses and earnings based on past, present and future operations.
7. Oversees the integrity of the organization's system of accounts and ensures financial books and records reflect all of Iris House's transactions and assets.
8. Evaluates and recommends insurance coverage to protect the organization against property losses and potential liabilities.
9. Recommends, establishes and maintains internal controls to ensure financial transactions are recorded accurately and to ensure the integrity of the financial management system. Coordinates internal and external audit processes.

10. Prepares and/or oversees the preparation of financial statements and reports.
11. Evaluates the performance of the Accounting staff and assess their skill level to develop individualized training plans or to recommend appropriate internal/external workshops and trainings to ensure staff members perform at the highest level need to meet the organization's goals and objectives.
12. Keeps abreast of the latest development in the accounting/finance field by reading available written resource materials, attending appropriate meetings and workshops and engaging in other useful methods to maintain up-to-date in the field.
13. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.

OTHER POSITION FUNCTIONS

1. Serves as a liaison between Iris House and funding agencies on financial/fiscal matters.
2. Performs other related duties as assigned.

POSITION REQUIREMENTS

- Education:** Master's degree in finance, accounting, business administration or related field or equivalent education and experience.
- Experience:** At least five (5) years of directly related experience with two or more years of management/supervisory experience in a similar nonprofit environment. CPA Preferred.
- Other Requirements:** Excellent computer skills with particular emphasis on automated accounting and tracking systems. Experience with spreadsheet and financial analysis software. Excellent organizational and communication skills. Strong analytical and problem-solving skills and an excellent understanding of business and accounting concepts. Knowledge of federal, state and local laws and regulations related to area of responsibility.

CONTACTS

- Internal:** Frequent contact with Executive Director, program directors and staff members from other departments. Occasional contact with members of the Board of Directors.
- External:** Occasional contact with contract providers and community agencies.

OTHER

- This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
- Management reserves the right to change, assign or reassign job duties and hours as needed prevail. This document is for management communication only and not intended to implied contract of employment.
- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
- I understand that Iris House, Inc. is an "at-will" employer.

Employee Signature

Date