

# **LOS ANGELES REGIONAL FOODBANK**

## **JOB DESCRIPTION**

Job Title: **CONTROLLER**  
Status: Salary / Exempt  
Supervisor: Chief Financial Officer

### **Position Overview:**

The Controller is responsible for planning, organizing, directing and controlling the activities of Finance Department staff in the delivery of timely and accurate financial reports for the Board of Directors, Management and all other relevant business and governmental agencies. Customer service quality will play a significant role in the annual performance evaluation of the Controller. The Controller is a key member of the management team and will liaise and work closely with department heads throughout the organization. A positive attitude, teamwork, flexibility, and cooperation are critical success factors.

### **Supervisory Responsibilities:**

The Controller will execute his/her supervisory responsibilities within the framework of the organization's policies and procedures as well as applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; delegating and following tasks through to completion; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Positions reporting directly to the Controller include: Senior Staff Accountant, Accounting Department Supervisor, Senior Accounting Clerk and other volunteers as may be assigned. A Financial Analyst II position will also report to the Controller on a dotted-line basis for a specific set of assigned monthly tasks.

### **Principal Duties and Essential Job Functions:**

- Timely publication of all Financial Reporting Calendar items including monthly financial statements and grant reports.
- Maintain and execute the Financial Closing Calendar in the production of monthly financial statements.
- Ensure accurate recording and reporting of restricted fund transactions.
- Monitor and ensure accuracy of the monthly expense allocation process.
- Review and approve all entries into the general ledger system.
- Maintain and reconcile all subsidiary ledgers including receivables, payables, and fixed asset/depreciation tables.
- Periodic review and approval of all supporting spreadsheets and work papers related to general ledger accounts.
- Manage the government claim and reimbursement process ensuring compliance with program requirements.
- Provide financial information as needed by the Development Department for grant applications and reporting.
- Coordinate the annual audits by external auditors.
- Maintain the organization's CAPEX log, tracking purchases against budget and reporting variances.
- Assist the CFO in preparing budgets and forecasts.
- Gather departmental revenue and expense reports and monitor budget variances.

**Principal Duties and Essential Job Functions:**

- Assist Inventory Control Director as needed with inventory recordkeeping and posting of transactions into Navision.
- Verify inventory monthly service report data before use in accounting records.
- Review payroll register on a bi-weekly basis.
- Ensure timely and accurate reconciliations of all bank and investment accounts.
- Prepare weekly cash status and forecast reports.
- Manage banking relationships.
- Ensure timely and accurate 1099 reporting to vendors and the IRS.
- Ensure timely and accurate filing of all business tax and license applications including City of Los Angeles Charitable Services.
- Assist in developing new business processes and procedures.

**Other Duties:**

- Handles vendors and agency inquiries regarding accounts as needed.
- Prepares required invoices for non-inventory transactions.
- Payments and monetary donations from private individuals and entities.
- All other duties and/or projects as may be assigned by the CFO.

**Qualifications:**

- BS Degree in Accounting plus 7 years' experience in positions demonstrating a progressively increasing level of management responsibility throughout all phases of the accounting cycle.
- The ability to utilize discretionary judgement and make decisions independently and responsibly.
- Excellent computer skills with advanced knowledge of MS Excel using extensive links and/or pivot tables
- The ability to oversee a lengthy and complex monthly closing cycle.
- Detail oriented and outstanding organizational skills.
- Able to work well with minimum supervision.
- Good oral and written communication skills.
- Ability to work effectively with people of widely diverse backgrounds.

**Desirable:**

- Experience in fund accounting.
- Navision, Jet Reports, inventory control systems.
- Interest in the problems of poverty and hunger.