

ST. LOUIS MENTAL HEALTH BOARD JOB DESCRIPTION

Job Title: **Assistant Controller**

Department: **Administration**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Controller**

Creation Date: **April 2026**

POSITION SUMMARY:

The Assistant Controller within the Finance Department supports the Controller in all aspects of the accounting and financial management of the St. Louis Mental Health Board (MHB). This role ensures the integrity of the financial reporting system and fulfills internal and external financial reporting requirements. Primary functions include compiling financial statements in accordance with GAAP and GASB, preparing and reviewing journal entries, preparing and reviewing account reconciliations, supporting payroll, identifying and designing process improvements, and developing and monitoring adherence to internal controls.

ESSENTIAL FUNCTIONS:

1. Planning

- Participate in MHB's formal planning processes, including financial and strategic planning initiatives
- Support the development, preparation, and ongoing monitoring of the annual organizational budget under the oversight of the Controller

2. Accounting & Finance

- Prepare, analyze, and interpret financial statements, reports, dashboards, and forecasts to ensure accuracy, compliance, and decision-useful information
- Oversee monthly/year-end close, journal entries, reconciliations, and general ledger maintenance
- Ensure accurate tracking, reporting, and compliance of restricted, unrestricted, third-party, and government grants
- Oversee daily accounting operations, including general ledger, accounts payable, accounts receivable, and tax filings
- Develop, monitor, and manage annual budgets and cash flow to ensure financial health including performing variance analyses
- Ensure compliance with tax laws and financial regulations
- Lead or coordinate internal and external audits including preparing and reviewing workpapers
- Develop, implement, and continuously refine accounting policies, procedures, and internal controls to strengthen accuracy, efficiency, and risk management
- Work with the Leadership Team and other staff on financial planning and strategic decisions
- Support payroll and benefit accounting and review as needed
- Identify and design process improvements to bolster automation, efficiency, and scale

3. Supervision
 - Manage accounting staff, set performance goals, delegate tasks, and ensure deadlines are met
 - Provide training or mentorship to direct reports
4. Other duties assigned by management

QUALIFICATIONS:

1. Bachelor's degree in accounting, finance, or related field, plus 5-7 years of progressively responsible accounting experience, strong preference for government, nonprofit, or public accounting experience
2. Audit and project management experience preferred
3. Certified Public Accountant (CPA) not required, but preferred
4. Working knowledge of GAAP and FASB standards, preference for knowledge of GASB
5. Experience with generative AI for accounting applications is a plus, but not required
6. Experience with fund accounting for grant tracking and restricted third-party funding; experience with federal grant accounting and compliance (Uniform Guidance / 2 CFR Part 200) preferred
7. Proficient in Microsoft Office with the ability to build, review, and maintain Excel-based allocation schedules and reports required
8. Experience with Power BI, SQL, or other data management tools is a plus, but not required
9. Proficiency in QuickBooks Desktop Enterprise accounting software required
10. Strong ability to analyze financial data, identify trends, and make data-driven recommendations
11. Self-starter requiring minimal supervision
12. Meticulous attention to detail to ensure the accuracy of financial records and reports
13. Exceptional written and verbal communication skills
14. History of working cooperatively and effectively with agency personnel
15. Ability to make objective, unbiased decisions grounded in data, policy, and professional judgment
16. Excellent judgment and discretion in handling confidential and sensitive information
17. Ability to independently move between work locations and settings as required