



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Controller**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **November 2022**

POSITION SUMMARY:

The Controller administers the enterprise-wide financial affairs of the Saint Louis MHB to facilitate the attainment of MHB's strategic goals. This position also serves as the Controller for the City of St. Louis Senior Citizen's Fund through an administrative agreement. Additionally, the Controller oversees the financial affairs of the St. Louis Violence Prevention Commission for which Saint Louis MHB serves as the backbone organization and fiscal sponsor.

ESSENTIAL FUNCTIONS:

1. Planning

- Participates in MHB's formal planning processes
- Oversees the development and preparation of the annual organizational budget in consultation with the Executive Director and the Finance--Investment Committee for approval by the Board of Trustees

2. Management

- The Senior Accountant and Accountant report directly to this position
- Recruits, interviews, and recommends potential candidates to the Executive Director
- Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- Prepares annual performance evaluation for each direct report and submits to the Executive Director for review and approval

3. Accounting & Finance

- Oversees overall management of enterprise-wide organizational finances
- Oversees the implementation of the annual organizational budget with guidance from the Finance--Investment Committee and Executive Director and support from the Senior Accountant and Accountant
- Develops and maintains financial record keeping and reporting systems
- Facilitates organizational payroll function
- Oversees and reviews billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions
- Monitors cash balances and initiates necessary fund transfers
- Tracks federal grant expenses, executes federal draw, and prepares, files, and maintains all required federal financial reporting; assists in subrecipient monitoring for federal subawards

- Develops and maintains assessment tools for evaluating applicant and grantee financial risk
 - Prepares and presents quarterly financial statements to MHB's Finance—Investment Committee and Board of Trustees
 - Prepares monthly and year-end closings to ensure general ledger accounts are reconciled
 - Manages the filing of tax forms including, but not limited to 1099's and W2's
 - Oversees preparation of annual audit completed by an independent auditor
 - Serves as financial advisor to the Executive Director, the Secretary/Treasurer, and Finance—Investment Committee
 - Directs specific procurement procedures for services such as banking and audits as the contracted Controller for the City of St. Louis Senior Citizens' Fund
 - Participates in development of finance-related policies and procedures
4. Investment Management
 - Serves as liaison to investment management firm related to liquidation and transfers of funds from investment to operating accounts
 5. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration, or related field, plus at least 8 years' experience in accounting and auditing at a management level in a business, corporate, government, or non-profit setting. Government accounting experience preferred.
2. CPA credential required
3. Excellent working knowledge of General Accounting Standards and Government Accounting Standards Board requirements
4. Working knowledge of Federal Uniform Guidance and other federal grant reporting
5. Proficient in MS Office and finance/accounting software. Preference for proficiency in QuickBooks.
6. Exceptional written and verbal communication skills
7. History of working cooperatively and effectively with public officials and agency personnel
8. Commitment to health equity and racial justice
9. Objective decision maker that does not include personal preference or bias in decisions
10. Excellent judgment and ability to handle confidential information
11. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____