

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION
(Management Position)

POSITION TITLE: Controller

SALARY RANGE: \$2,607.75 - \$3,169.73 Bi-weekly
\$67,801.56 - \$82,413.02 Annual

REPORTS TO: Director, Finance and Administration

LOCATION: San Leandro

DUTIES: Under the general direction of the Director, Finance and Administration, performs complex and critical financial record keeping, data collection, analysis and reporting. Works with independent and governmental auditors and performs related work as required.

RESPONSIBILITIES:

1. Maintains account journals, general ledger, and subsidiary ledgers as necessary to maintain financial responsibility.
2. Matches revenues and expenditures by analyzing and recording transactions involving three or more fiscal periods at a time.
3. Prepares bank reconciliation, trial balances and financial reports.
4. Determines cash flow needs, recommends short and long term investments and coordinates cash transfers.
5. Prepares monthly reimbursement claims to the Department of Developmental Services.
6. Assists independent or governmental auditors in conducting annual and/or periodic audits.
7. Compiles a variety of financial statements for the Board of Directors, Regional Center management and DDS as directed.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. BA/BS in Business Administration with major in Accounting or Finance, and five years of increasing responsibility in accounting, OR BA/BS in a related field with 5 years experience in a regional center accounting unit. Twelve years of Regional Center accounting experience can be substituted for a BA/BS degree.
2. Two years experience in training, supervising and evaluating staff and the ability to work with others.
3. Preference given to persons with experience in governmental or non-profit accounting and budgeting.
4. Ability to prepare comprehensive financial reports and perform complex financial analysis.
5. Experience with computerized accounting systems and networks required.
6. Excellent oral and written communication skills.
7. Ability to work both independently and as part of a team.