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| **CAPITOL REGION EDUCATION COUNCIL POSITION DESCRIPTION** |
| **Position Title:** Controller **Program:** Business Services-Financial  **General Purpose:**  Under the direction of the Chief Financial Officer, to provide direction and support of all financial services to CREC including participation in long range planning, needs assessment, research and evaluation of activities of the agency.  Essential Duties and Responsibilities: 1.     For CREC programs, answers questions, prepares budget modifications and performs research and planning for revenue flows and expenses.  Provides explanations for budgets, costs and forecast results. 2.     Prepares reports for various government agencies such as DCF, DMR, DSS and DOE including gathering and coordinating information, calculating and developing reporting information. 3.     Maintains the integrity of the general ledger including various accounts, monthly closes, yearly closes and balancing, allocating, insurance, lease and deferred revenue entries.  Maintains financial software system including security. 4.     Supervises work of department personnel including establishing job functions, reviewing work, hiring new employees, directing, training, planning and appraising performance. 5.     Prepares schedules and information, writes narratives and coordinates with auditors.  Sends out CAFR with various reports. 6.     Coordinates audit, prepares schedules, reviews accountant worksheets, addresses needs of auditors, answers questions and balances accounts.  Coordinates Federal and State single audit review with auditors. **Knowledge, Skills and Abilities** BS in accounting with MS and/or CPA preferred and five years or more experience in governmental fund accounting with knowledge of generally accepted accounting principles, or equivalent combination of education and experience.  Must be knowledgeable and proficient in administrative computing platforms relevant personal computer applications.  Must have thorough knowledge of CREC guidelines and policies.  **Supervision** Directly supervises 5 people.  Responsible for planning, assigning and reviewing work, hiring new employees, training, counseling and evaluating performance.  **Working Conditions** Normal.  These statements are intended to describe the general nature and level of work being performed rather than give an exhaustive list of all duties and responsibilities.  **Date:** 4/99 |