Job Announcement
Posted: October 6, 2020

Finance Controller

<table>
<thead>
<tr>
<th>Job Title &amp; Code:</th>
<th>Finance Controller (Exempt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Salary:</td>
<td>$2,083 to $2,576. Semi-monthly, DOE</td>
</tr>
<tr>
<td>Benefits Offered:</td>
<td>Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan</td>
</tr>
</tbody>
</table>

Position Summary
The position of Finance Controller involves filling a key role within the accounting operations of the organization. This includes the production of periodic financial reports, maintenance of excellent accounting records, maintaining a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the organization’s reported financial results, and ensure that reported results comply with generally accepted accounting principles.

Position Duties & Responsibilities
- Act as the primary support person to the Finance Director and the Finance Team for month, quarter, and year-end financial activities
- Reconcile the organization’s balance sheet accounts monthly and in a timely manner
- Perform monthly review of general ledger accounts and support the production of accurate and timely monthly financial statements to the Finance Committee
- Provide knowledgeable support and supervision to accounting operations including accounts receivable, accounts payable, payroll and all period-end processes
- Implement strategic cross-training of finance personnel to facilitate consistent high-quality financial support to all departments of the organization
- Work with finance personnel to streamline vendor payment processes and improve the financial health of the organization
- Initiate and support the transition of timecard review and benefit processing from the Human Resources Department to the Finance Department
- Collaborate with the payroll team to ensure that all deductions and payroll activities are compliant with payroll laws and that federal and state reports are filed on time
- Assist Finance Director in coordinating the preparation of the budget and financial forecasts
- Perform periodic review of the organization’s internal controls for financial reporting to assure compliance with all key control principles
- As needed, develop and document business processes and accounting policies to maintain and strengthen internal controls
- Support annual audits for the organization

Position Requirements
- Belief in ACCESS’ mission to help people help themselves
- 5+ years of work experience in accounting or related field
- Experience in nonprofit accounting, federal grant reporting, and A-133 audits
- Knowledge and understanding of leading business and accounting practices
- Knowledge of non-profit organizations including state & federal laws governing that status
- Knowledge of U.S. GAAP, fund accounting, audits, budgets, grant management, contract monitoring and reporting
Job Announcement
Posted: October 6, 2020

Finance Controller

- Excellent communication skills and project management skills with strong attention to detail; ability to work well independently and in teams
- Ability to set priorities and perform a variety of complex and broad work assignments
- Proficiency in MS Office
- Valid Oregon Driver’s license with record that is acceptable under ACCESS’ insurance policies

Preferred Qualifications
- Experience in MIP Fund Accounting Software.

Apply by Submitting Application, Cover Letter, & Resume To
ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504
OR Email hr@accesshelps.org
Visit www.accesshelps.org for more information