



ALU LIKE, Inc.

JOB DESCRIPTION

POSITION TITLE: CONTROLLER
REPORTS TO: PRESIDENT/CEO
DEPARTMENT/PROGRAM: FISCAL & COMPLIANCE

Job Summary.

As Controller of ALU LIKE, Inc. (ALI), this position is responsible for planning, organizing, directing, and controlling *all* of ALU LIKE's fiscal affairs, including routine operations of ALU LIKE's general accounting functions.

Duties and Responsibilities.

FINANCIAL RESPONSIBILITIES 100%

1. Develops and administers financial plans, policies, and procedures.
2. Develops and implements accounting practices and procedures to ensure compliance with Generally Accepted Accounting Principles (GAAP), as well as compliance with contract and grant conditions and requirements.
3. Develops and implements policies and procedures for financial accounting systems, record keeping, and fix asset management, including procedures to ensure the maintenance of the general ledger and all accounting sub-ledgers (e.g., accounts payable, accounts receivable).
4. Develops, for Leadership Group's review and ALU LIKE's Board of Directors' approval, policies, procedures and practices, for subcontracting compliant with applicable laws, rules, and regulations. Monitors ALU LIKE-wide compliance with those policies and procedures; identifies problem areas, and recommends updates and revisions.
5. Reviews projects and ALU LIKE's contracts and legal agreements, and makes recommendations for revision, approval, or disapproval. As appropriate, obtains legal, tax, or other technical information for organizational matters.
6. Acquires and maintains appropriate types and levels of insurance coverage as required by grants, contracts, and applicable law.
7. Maintains general ledger and sub-ledgers.
8. Develops and implements a timely and effective financial information reporting and analysis system, including development and administration of accounting schedules and timetables to ensure that reporting and other compliance deadlines are met.
9. Develops and administers an organization-wide budget and control system.
10. Supervise cash management activities, including cashiering or banking functions, and bank reconciliation.
11. Directs insurance and risk management programs.
12. Supervises accounts payable and accounts receivable functions.
13. Prepares consolidated financial statements.
14. Supervises and develops accounting staff.
15. Coordinates annual audits by independent accountants; prepares audit schedules for annual audit.
16. Ensures compliance with all applicable laws, regulations, and reporting requirements of funding and other agencies.
17. Prepares and negotiates annual Indirect Cost Proposal.
18. Reconciles contracts and grants.
19. Prepares special reports or analyses as necessary.
20. Monitors subsidiary financial results.
21. On a continuous basis, evaluates Department's efficiency and implements changes to increase efficiency when necessary.
22. Performs other related duties as assigned or directed.

POSITION TITLE: CONTROLLER

Interaction.

The Controller has daily and extensive contacts with internal and external contacts.

Required Job Requirements.

Education and Experience

1. Certified Public Accountant (CPA) **and**
2. Two (2) years experience in an administrative or management capacity, which included government contract compliance experience and heavy accounting or financial work experience in non-profit and/or for-profit organizations.
3. Extensive experience in the preparation and negotiation of Indirect Cost Proposals.

Substitution

1. Bachelor's Degree **and**
2. Four (4) years experience in an administrative or management capacity, and in non-profit organizations; with at least three (3) years supervisory and government contract compliance experience and heavy accounting or financial work experience in non-profit and/or for-profit organizations, when such experience provides the functioning level described above.
3. Associates Degree **and**
4. Six (6) years experience in an administrative or management capacity, and in non-profit organizations; with at least three (3) years supervisory and government contract compliance experience and heavy accounting or financial work experience in non-profit and/or for-profit organizations, when such experience provides the functioning level described above.
5. High School diploma or equivalent **and**
6. Eight (8) years experience in an administrative or management capacity, and in non-profit organizations; with at least three (3) years supervisory and government contract compliance experience and heavy accounting or financial work experience in non-profit and/or for-profit organizations, when such experience provides the functioning level described above.

Skills, Knowledge, and Abilities

Skills:

1. Excellent verbal and written communication and interpersonal skills. Possess tact, good judgment, and ability to establish effective personal relationships to oversee staff. Must be able to effectively communicate fiscal information to users at all levels of ALU LIKE.
2. Excellent supervisory and management skills. Must be a hands-on supervisor.
3. Possess strong organizational and planning skills.

Knowledge:

1. Sound knowledge of multiple funding for non-profit organization.
2. Sound knowledge of compliance with GAAP and 501(c) (3) accounting principles.
3. Knowledge of policy and procedure development.
4. Knowledge of MS Windows 2000 desktop publishing software, MS PowerPoint, Micro Information Product (MIP), ADP, or similar programs.

Abilities:

1. Design and develop fiscal operating systems.
2. Comprehend and interpret laws, rules, and regulations for practical application to financial systems, policies, procedures, and the implementation of grants and contracts.
3. Comprehend and identify liabilities in written agreements.
4. Analyze problems, develop effective solutions, and resolve the problems. Must be a proactive problem solver with the ability to evaluate and analyze systematically.
5. Handle multiple tasks concurrently and effectively.

Other Requirements

1. Possesses a valid Hawai'i driver's license, current no-fault insurance, and access to an automobile.
2. Self-directed, flexible, team player, and self-starter.
3. Actively participates in ALU LIKE's Hui O Na Alaka'i (Leadership Team) including committees and task forces.

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Working Environment.

Basically sedentary with a high volume of financial responsibilities.

Desired Requirements.

1. Knowledge, understanding, and experience with Native Hawaiian culture and values.
 2. Knowledge of ALU LIKE's programs and procedures.
 3. MIP experience.
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JOB DESCRIPTION DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management reserves the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.