

**JOB DESCRIPTION**

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| **Position Title:** Controller | **Classification:**Exempt/Full-Time |
| **Program:**Finance | **Location:** 313 W. Liberty St. Suite 114, Lancaster, PA |
| **Reports to: Executive Director** | **Number of People Supervised:**1-2 |

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| **POSITION PURPOSE** |
| The Lancaster County Workforce Development Board (LCWDB) is seeking a detailed-oriented and technology savvy Controller who will oversee finance, accounting and reporting activities. The Controller directly reports to the Executive Director (ED), as well as, supervising a team of 1-2 staff members including functional responsibility over accounting, account payable, account receivable, payroll, and grants administration. The Controller will lead day-to-day finance operations, in conjunction with the ED. As a member of the leadership team, the Controller will encompass and carry out the mission/vision of the Lancaster County Workforce Development Board and perform responsibilities in alignment with organization core values:**Mission*** The Lancaster County Workforce Development Board seeks to align fiscal resources and provide strategic direction for Lancaster County jobseekers and employers.

**Vision*** The Lancaster County workforce development environment is characterized by innovative opportunities for job seekers, employers, and community partners to achieve their maximum potential.

**Core Values*** Accessible, inclusive path to training, development, and opportunity for workforce advancement.
* Intentional community partnerships.
* Connective resources to support collaboration and innovation.
* Systematic equity and integrity of service delivery.
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| **ESSENTIAL DUTIES AND RESPONSIBILITIES**  |
| **Finance and Account Leadership*** Directs and participates in the development of accounting and internal control policies and systems.
* Coordinates and controls the facility’s cash management activities.
* Develops annual operating budget of the LCWDB, PA CareerLink® Lancaster County.
* Reviews and approves all state required reporting.
* Reviews and approves bank statement reconciliation.
* Reconciles monthly financial reports in State system to draws made.
* Defines and communicates new/revised position responsibilities and/or reporting relationships and determines necessary staffing changes.
* Ensures that accurate information is provided on a timely basis and assists, as needed, in facilitating the efficient conduct of external audits, examinations and related financial projects.
* Serves as the lead for annual Single Audit, including the preparation of accurate Schedule of Expenditures of Financial Awards (SEFA).
* Reviews and reports on single audits on subcontractors.
* Consistently develops a detailed plan of action prior to implementation of a new procedure.
* Conducts monthly forecasting of expenditures and identifies concerns with recommendations to management team.
* Reports adequate information to Board and other committees.
* Consistently demonstrates the ability to establish appropriate departmental priorities.
* Consistently completes all assignment in a timely manner, thorough and appropriately detailed.
* Demonstrates effectiveness in pulling together all the necessary information needed to compare revenue and expenses and determine the facility’s actual financial position.
* Effectively maintains all required records for the department; demonstrates good organizational skills.
* Monitors the implementation of checks and balances which continually evaluate accounting practices, reporting procedures and record keeping.
* Develop, implement, and maintain financial controls and guidelines.
* Achieve budgeting goals with proper scheduling, analysis, and corrective action.
* Maximize payroll efficiency through innovative process development.
* Help develop and support short and long-term operational strategies.
* Conducting quarterly meetings with contractors to determine expenditure rates.
* Budget preparation, reporting, and forecasting.
* Monitor accounts receivables and payables and take appropriate steps to maintain policy compliance.
* review pre-paid expenses and administrative pool monthly.
* Approve cost allocation monthly spreadsheet.
* Other duties as assigned.
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| **EDUCATION/CERTIFICATION & RELATED WORK EXPERIENCE** |
| * BA in business, Non-Profit Administration, Accounting, Finance or similar required. CPA preferred.
* Prior management experience preferred/ Accounting 5 years/ GAAP 5 years
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| **SKILLS & KNOWLEDGE** |
| * Personal qualities of integrity, credibility, and commitment to LCWDB’s mission. A hands-on strategic thinker who will be in partnership with the ED for the responsibility of finance.
* Solid experience coordinating audit activities and managing reporting, budget development, forecasting and analysis; accounts payable and receivable.
* Advanced Excel/Quickbook user.
* Excellent knowledge of account software packages and spreadsheets.
* A track record in grant management as it relates to compliance and reporting of government, corporate and foundation grants is essential.
* Exceptional knowledge of state and federal funding and reporting requirements.
* Keen analytic, organization and problem-solving skills which allows for strategic data interpretation.
* Strong interpersonal and communication skills which allows for strategic data interpretation.
* Strong interpersonal and communication skills; experience in effectively communicating key data including presentations to senior management, board or other outside partners.
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| **Benefits Overview**  |
| * 401 (k)
* Health, dental, vision insurances
* Paid Time Off
* Ability to (as appropriate) work remotely
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***Statement of Commitment to Culture***

Lancaster County Workforce Development Board is committed to provide and maintain a culture of accountability in all areas of work performed by each employee.

***Definition of Accountability***

Accountability is the expectation to carry forward a responsibility to a successful conclusion. With accountability comes the authority to decide, direct and take necessary action to ensure success, and the obligation to report, explain and be answerable for the results and/or consequences.

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Employee Name (please print) Date

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Employee Signature

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Supervisor Signature Date

***Equal Employment Opportunity***

LCWDB provides equal employment opportunities to all qualified individuals without regard to race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.