



CONTROLLER JOB DESCRIPTION

Department: Finance
Reports to: Executive Director
Date Posted: September 2014

Location: San Francisco
Status: Full Time
FLSA Code: Exempt

Job Summary:

The Controller leads the day-to-day accounting functions of planning, organizing, directing and controlling the financial affairs of The Walt Disney Family Museum and Foundation. This includes, but is not limited to, maintaining the system of accounts, overseeing books and records on all company transactions and assets, preparing financial statements and analyses, and overseeing the annual audit, with strict adherence to internal controls and accuracy of all transactions and confidentiality of information. This position reports to the Executive Director, supervises a staff of three, and serves as a key interdepartmental liaison and collaborates directly with program and operations staff to ensure accurate, timely, and efficient reporting on financial information throughout the organization. Additionally, this person supervises vendors, preparing the financial reports that are sent to the Board of Directors, the IRS, and other government agencies.

DUTIES AND RESPONSIBILITIES:

- Manage and lead team and have full responsibility for day-to-day finance and accounting operations to ensure timely and accurate financial records with appropriate internal controls. This includes, but is not limited to general ledger, A/P, A/R, daily financial transactions, payroll processing, and monthly reconciliations.
- Coordinate annual budget process for management team, including staff training on budgeting as necessary. Oversee the preparation of timely and accurate financial reports monthly, quarterly, and annually in accordance with GAAP. Prepare monthly financial reports for presentation to Executive Committee and/or Board of Directors.
- Oversee the annual financial audit and tax preparation, including regular monitoring of financial transactions to meet audit requirements, managing relationship with auditors, Board, and Audit Committee. Coordinate preparation and information gathering within finance team and across program and operations staff for annual audit.
- Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements.
- Receive, record, and authorize requests for disbursements in accordance with company policies and procedures.

- Monitor financial activities and details, such as reserve levels, to ensure that all legal and regulatory requirements are met.
- Develop and maintain relationships with banking, insurance, and non organizational accounting personnel to facilitate financial activities.
- Maintain ongoing communication with Executive Director regarding the financial health of the institution.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability to meet deadlines with a high level of accuracy.
- Demonstrated ability to plan workload, multi-task, prioritize, organize and maximize resources.
- Strong analytical skills and ability to identify and resolve problems in a timely manner.
- Exceptional attention to detail.
- Demonstrated self-starter who ensures goals are achieved.
- Knowledge of accounting principles and practices, cash management, banking, and the analysis and reporting of financial data.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Team player who creates and cultivates a culture of congeniality with demonstrated people skills.
- Serious work ethic coupled with sound judgment. Able to “roll up the sleeves” to do what is needed in a particular situation while also maintaining a “big-picture”, strategic view overall.
- Diplomatic and respectful of colleagues.
- Experience in developing and managing budgets and in recruiting, hiring, and managing staff.
- Knowledge of all applicable standards, laws, and regulations.
- Ability to communicate effectively in both written and oral form.

EDUCATION AND EXPERIENCE:

- 3+ years non-profit experience in Controller or related role, with full responsibility for overseeing staff and all day-to-day accounting/finance functions and overseeing annual audit. Museum experience a plus.
- 5+ years accounting and finance experience.
- Must have extensive knowledge of accounting and finance.
- Excellent communication skills, both verbal and written.
- Fluency in Microsoft office and accounting software.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Requires extensive periods of time at computer work station, performing data entry and viewing monitor. Work may require weekends and/or evenings.