

**Please Post
EIGHTCAP, INC.**

(Turk Lake)

A. Position Fiscal Compliance Controller Date 09/22/16
Classification PC 01-04 (49,545-52,436-55,369-58,260) Hours 40
Weeks 52
Supervisor Vice President of Finance
Positions Supervised Fiscal Specialist III, Fiscal Specialist I, Gen. Program Assistant -
Accounting

B. Essential Function of Job:

Under the direction of the Vice President for Finance, the Fiscal Compliance Controller is responsible for the accounting operations of the Agency including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the agency's reported financial results, and ensure that reported results comply with generally accepted accounting principles, relevant regulations, and grant requirements.

C. Examples of Work:

(Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in the positions of this class.)

1. Direct responsibility over the body of work specific to Fiscal Specialists III, Fiscal Specialist I, and General Program Assistant - Accounting positions but department supervision resides under the authority of the Vice President for Finance.
2. Maintain expert knowledge of GAAP, OMB Uniform Administrative Requirements, and cost principles of agency grant agreements and awards. Apply this knowledge to control accounting functions, and ensure adequacy of agency controls and procedures related to grant activity, accounting and reporting.
3. Manage all accounting operations including billing, reporting, accounts receivable, accounts payable, general ledger, inventory accounting and revenue recognition.
4. Directs and supervises accounting staff members in all aspects including tasks related to month and year-end accounting and reporting.
5. Assist in the preparation of the annual audit, preparation of data for financial statements and the completion of the agency's 990 reporting.
6. Monitors agency cash flows; report status to Vice President for Finance timely.

7. Apply advanced accounting theory, accounting and management skills to assist in the development and implementation of agency financial policies and procedure; ensure integrity, accuracy, and control of data; and control the expenditure of funds. Oversees the maintenance of accounting controls and the preparation of prescribed reports.
8. Assigns tasks to accounting personnel and reviews journal entries, financial status reports, federal financial reports, and other reports prepared and input by accounting staff.
9. Prepares analyses to evaluate risks, benefits, and costs of proposals prepared by program managers; supports proposals or develops alternatives.
10. Assist in the development and documentation of business processes and accounting policies to maintain and strengthen internal controls.
11. Research technical accounting issues for compliance, as directed by supervisor.
12. Assist in the coordination of the agency audits and grant funder monitoring and review activities.
13. Assist in preparation of agency-wide financial statements for presentation to the governance bodies.
14. Assist in the preparation of budgets and timely monthly financial statements and reports for programs; review, analyze and reconcile data. Prepare and interpret this information for use by the program directors in making decisions about the programs.
15. Develops reports for use in management decision-making as requested by supervisor to aid in financial management of the agency.
16. Perform other related duties as assigned.

D. Requirements of Work:

1. Computer and software proficiency is essential (Windows environment) with a strong working knowledge of Excel and accounting software.
2. High level of integrity and dependability with a strong sense of urgency and results-orientation.
3. Proactively solves problems and raises issues using sound judgment and make decisions based on accurate and timely analyses.
4. Work cooperatively with managers, administration, co-workers and the public.

5. Satisfactory review of Criminal History Check.
6. Maintain positive communication at all times.

E. Required Minimum Training and Experience:

1. Bachelor's Degree in accounting, finance, or substantially related field.
2. Five years of accounting experience, preferably in nonprofit sector.
3. Two years of supervisory experience.

To Apply: Submit a completed Application for Employment Form and/or resume to:

Personnel Manager
EightCAP, Inc.
904 Oak Drive - Turk Lake
Greenville, MI 48838

OR Fax: (616)754-7816
OR Email: deea@8cap.org

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