



Northern Kentucky Cooperative for Educational Services JOB DESCRIPTION

POSITION TITLE: CONTROLLER/BUSINESS MANAGER

Qualifications/Certification(s):

- Bachelor's degree in Accounting (Preferred), Business Administration or a related field, with an emphasis in accounting or financial management. Certified Public Accountant (CPA preferred)
- Leadership or Management experience in an education-focused entity, accounting department, or non-profit agency
- Such additional qualifications as the Executive Director and NKCES Board of Directors may find appropriate and acceptable

REPORTS TO: Executive Director

JOB GOAL: The Controller (Business Manager) will provide direct oversight, management and monitoring to the financial assets of NKCES, strategically leverage resources and assure all NKCES programs and NKY regional initiatives operate effectively.

DUTIES:

- Compile data for budget and maintain financial records of a variety of programs including the monitoring of account balances and tracking indirect costs
- Serve as a liaison to the school districts to leverage resources and provide services through NKCES and the KPC/AESA Bidding Programs
- Compile and disseminate financial information to school districts, agencies, and other interested individuals as requested
- Send federal program reports to program directors and agencies to meet quarterly deadlines
- Monitor aging of accounts receivable and initiates programs to facilitate collection of invoices; reconciles or oversees reconciliation of aging invoices on a monthly basis;
- Provide monthly financial reports for Executive Director and Board of Directors
- Monitor all budgets for NKCES (internal, external, state, federal).
- Prepare annual financial statements and reports for board/committee meetings and program directors
- Build financial models in support of growth plans
- Apply depreciation schedule to all fixed assets
- Perform all payroll fund transfers
- Perform all second signatures for all checks issued and distributed by NKCES
- Maintain Job Descriptions for all positions
- Prepare all contracts/memos for all staff members related to employment
- Oversee health benefits and human resource operations
- Calculate and prepare annual salary and benefit projections for budget development
- Reconcile monthly bank statements
- Lead and develop a small team of people responsible for the day to day operations of the cooperative
- Ensure maintenance of the building and associated grounds are performed
- Perform related duties as needed and assigned by the Executive Director

KNOWLEDGE OF:

- Accounting principles and techniques involved in financial record-keeping, monitoring and control
- Cooperative organization, policies and procedures
- Human Resource guidelines to include health benefits
- Payroll guidelines
- Interpersonal skills using tact, patience and courtesy
- Tax withholding, voluntary deductions, garnishments and fringe benefits.

ABILITY TO:

- Perform advanced-level accounting duties in the maintenance of assigned accounts
- Verify, balance and adjust accounts
- Prepare financial statements
- Work independently and make decisions in accordance with established policies and regulations
- Meet schedules and time lines
- Complete work with many interruptions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Managerial experience required
- Good communication skills
- Technical skills required to manage cost and fund accounting functions and auditing functions
- Outstanding communication and interpersonal skills
- Managerial skill to direct and motivate employees

EMPLOYMENT: Classified, Full-time, 230-235 day contract eligible for Kentucky County Retirement System

Evaluation: Annually, by the Executive Director

Revisions Approved: April 2017

Terms of Employment: Salary, number of days, work hours, employee benefits, and other related issues are to be set by contract, as approved by the Board

Evaluation: Job performance for this position will be evaluated in accordance with the Policies and Procedures as approved by the NKCES board