



Cow Creek Government Office

Position Description

Position Title: Assistant Controller

Department: Finance

Reports To: Finance Director

FLSA Designation: Non-Exempt

Date Written/Revised: 01/03/17, 07/11/19

Compensation Grade:

POSITION SUMMARY:

Assists the Finance Director in overseeing the activities of the Cow Creek Government Office for the accurate and timely dissemination of financial management reports including but not limited to, internal and external monthly financial statements, audits (daily, monthly, annual) and annual budgets. Ensures the teams have adequate resources in order to operate effectively and efficiently.

ESSENTIAL FUNCTIONS:

- Maintain established acceptable accounting procedures in revenue recognition.
- Ensure accounting and audit records and practices adhere to the accounting policies and internal controls adopted by the Cow Creek Government Office.
- Ensure the accuracy and timing of reports, as well as the adequacy of information included.
- Work closely with both internal and external auditors, responding to review and audit queries.
- Research accounting literature and apply technical standards and analysis to complex or non-recurring business issues and transactions. Prepare written memos documenting such issues/transactions for review by management and auditors.
- Responsible for proper completion of assigned journal entries required for financial reporting. Responsible for overall completion and retention of all appropriate general ledger account analysis for all revenue audit areas, including balance sheet account reconciliations, as assigned.
- Assist the Finance Director in the management of the monthly close process and related analysis and the preparation of annual operating and capital budget
- Develop and implement best practices in all areas of Finance and Accounting.

QUALIFICATION:

- Bachelor's degree in Accounting or Finance.
- CPA Certification is strongly preferred.
- 4 years' experience including public and private accounting and management in similar sized organization.

- Thorough understanding of governmental accounting.
- Strong general ledger, accounts payable, accounts receivable, income tax experience.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Experience in using high level leadership and management techniques.
- Proven understanding and use of GAAP (generally accepted accounting practices) in all accounting operations including accounts receivable, payable, and payroll.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.
- Excellent organizational, verbal, interpersonal, customer relations and mathematical skills.
- Advanced computer skills in Microsoft Word, Excel and Outlook.
- 21 years of age or older.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.
- Maintain a neat, clean and well-groomed appearance (specific standards available).