

CHALMERS CENTER FOR ECONOMIC DEVELOPMENT
AT COVENANT COLLEGE

TITLE: Controller

REPORTS TO: Chief Operating Officer

LOCATION: Chalmers Center Office

DATE: December 16, 2011

RESPONSIBILITIES:

1. Commit to praying for the poor and the church in light of the mission of the Chalmers Center.
2. Ensure the accuracy of the accounting systems, inputs and all financial reporting including but not limited to proper allocation of expenses to restricted amounts and time allocations to projects.
3. Create and execute all Financial Management processes and procedures in accordance with Chalmers Center's approved policies.
4. Coordinate annual audit.
5. Responsible for all tax documents including 1099s, W-2s and 990.
6. Create annual budget with inputs from Department and Program Directors for final Board approval.
7. Create management reporting that helps the Executive and Program Directors control and monitor their areas.
8. Administer the HR procedures in accordance with Chalmers Center's approved policies.
9. Responsible for all aspects of payroll and benefits.
10. Supervise and direct the activities of bookkeeper.
11. Responsible for banking relationship.
12. Ensure that proper cash management structure and procedures exist and are executed including division of labor.
13. Serve as contact person for the IRS and the Georgia State Government with respect to tax and human resource reports.
14. Control documents and contracts for external vendors.

QUALIFICATIONS:

1. Committed to Jesus Christ and the mission of the Chalmers Center.
2. College degree in Finance or Accounting required, CPA preferred.
3. Minimum five years experience in accounting and HR management.
4. Outstanding attention to detail.

5. Experience with QuickBooks.
6. Strong oral, written and interpersonal skills.
7. Demonstrated ability to work independently with minimal supervision.
8. Discretion, judgment and ability to deal with confidential matters.

If you are interested, please reply to **jobs@chalmers.org** with a cover letter and resume.