



Controller Job Description

JOB TITLE:	Controller
EXEMPT (Salaried) or NON EXEMPT(Hourly):	Exempt
DEPARTMENT:	Finance
Full Time(30-40), Part Time (20-29), Part Time (20 or below):	Full Time (39)
REPORTS TO:	Chief Finance Officer
REGULAR HOURS:	M – Th 8:30am – 5:00pm F – 8:30am – 4:00pm
JD REVISION DATE:	5/13/24
SALARY RANGE	85,000 – 90,000

**Are you a purpose driven and looking to make a difference in Memphis?
Friends For All is looking to add to our team!**

Why Friends For All:

For more than three decades, Friends For All (formerly Friends For Life) has been preventing the spread of HIV and helping those affected by HIV/AIDS live well. Our holistic, client-centered approach provides a variety of services coordinated through one centralized model. We strive to address the roots of need—including stigma and inequality—to improve health and wellness for everyone we serve. Our goal is to eliminate new transmissions of HIV in Memphis and the Mid-South and **empower those living with HIV to become their healthiest, happiest selves.**

What is in it for you:

- A commitment to work-life balance with: (up to 38 Days Off)
 - 12 accrued vacation days per year
 - 12 accrued sick days per year
 - 14 paid holidays, including Your Birthday!
 - Sick Bank allows employees to donate sick time to other employees with a serious health condition who have no remaining sick or vacation
 - **Flex Schedule may be available based on position after introductory period**
- Employer-sponsored health, dental, and vision insurance with two PPO medical and Dental plans. Costs for employee per pay period (bi-weekly)
 - BCBS PPO Plans
 - PPO Gold premium = \$28.88
 - PPO Platinum premium = \$56.15
 - Dental Plans
 - PPO Low = \$ 1.14
 - PPO High = \$5.81
 - Vision premium = \$ 1.41
- 401k program with up to 3% employer match starting immediately

- Employer-paid basic life insurance valued at \$50,000
- Employer-paid Short-term disability
- Voluntary Life and AD&D, Long-term disability
- Flexible Spending Accounts for healthcare and dependent care
- Student Loan Forgiveness Programs
- Employee Assistance Program with in person counseling options

To Learn More about Working at FFA: Go to <https://www.friendsforall.org/careers>

SUMMARY:

The Friends For All Corporation Controller maintains and controls the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP) and federal grant requirements including analytical work and thorough review of financial records. Manage and oversee the operations of the accounting department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting

- Manage and control the daily, monthly and year-end operations of the Accounting team
- Oversee the processing and recording of business transactions and ensure that all invoices, client assistance, and staff reimbursements are paid accurately and in accordance with Finance policies and procedures
- Lead the data collection and presentation to the auditors for annual reporting
- Oversee the processing and recording of revenue and receivable and work closely with the Development and Program Managers to ensure that revenues and receivables are reconcile
- Oversee the processing of functional and benefits expense allocations, monthly accruals, amortization of prepaid expenses, fixed assets depreciation and recording of adjusting and reclassification journal entries, if necessary
- Manage payroll processing and review payroll allocations for accuracy and compliance with company policies and state and federal regulations
- Review employee data and benefit deductions changes prior to payroll processing for accuracy.
- Coordinate the preparation and review of monthly financial statements
- Draft fiscal processes and procedures, make recommendations to the Vice President and implement approved processes and procedures
- Monitor and collect data to assess accuracy and integrity; analyze data; ensure compliance with applicable standards (i.e. GAAP), rules, regulations and systems of internal control; interpret and evaluate results, prepare documentation; create financial reports and/or presentations
- Interface or recording of payroll into GL by the Monday following the end of the pay period.

Grant Financial Management

- Collaborate with VPs and Program Managers to provide fiscal management of grant budgets, including review and analysis

- Analyze information and determine budget options across funding sources

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Regular and predictable attendance is required
- Return all calls, emails and text in a timely manner.
- Participate in weekly or biweekly coaching sessions with supervisor
- Complete Performance Reviews and SMART GOALS
- Participate in All Staff Meetings and In-Service Days
- Other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES:

- Provide direct supervision direct staff to ensure they meet all requirements.
- Select, manage, and train direct team
- Implement weekly coaching sessions and professional development plans with supervised employees to meet expectations and development objectives. Provide signed weekly written staffing sheet to the employee every week.
- Work with HR on employee relations and staff issues including onboarding, performance management, development and off-boarding.
- Participate in Manager Training as required
- Maintain a professional relationship with staff and maintain confidential information

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education Requirement and or Experience Requirements**
- **Specific Systems requirements or preferred systems a plus**
- Good strategic/critical thinker, self-starter, goal-oriented
- Excellent verbal and written communications.
- Ability to operate with purpose, urgency and accuracy in a fast-paced, deadline-driven environment -- with particular attention to detail and organization
- Ability to work with a diverse client population
- Strong relationship-builder both with team and clients (internal and external)
- Ability to follow verbal and written instructions.
- Proficient with Microsoft Office Suite or related software
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Maintain confidential information and adhere to all Friends For All policies and procedures regarding sharing of financial information and Protected Health Information (PHI).

CERTIFICATES, LICENSES, REGISTRATIONS:

- **Specific to the position requirements (Registered Dietitian, NP, etc)**

- Must have a valid State Driver's License, provide proof of automobile insurance coverage to employer at all times and have an automobile to be used daily.

WORK ENVIRONMENT:

We are a mission driven organization made up of people committed to cultivating growth and learning. We believe in providing care for all our clients while providing a welcoming, balanced environment for all our employees. By joining our team, you are joining a group of community-focused professionals who connect people with care.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be sensitive to the culturally and racially diverse nature of clients, patients, employees, and visitors.
- Must be able to interact with everyone in a friendly, helpful manner.
- Embodies FFA Values:
 - Equity and Acceptance
 - Trailblazing, Creative and Fearless
 - Joy and Fun
 - Collaboration and Teamwork
 - Service
 - Awareness

ADA SPECIFICATIONS:

Physical and cognitive demands that must be met in order to successfully complete the essential functions of the job. Reasonable accommodations may be made to enable individuals' disabilities to perform the essential functions unless the accommodation would impose an undue hardship on the organization.

- Requires ability to speak audibly and listen actively.
- Requires ability to use computers, telephones and other office equipment.
- Requires ability to sit for extended periods.
- May require occasional bending and lifting up to 25 pounds.
- May require periodic local travel.

OSHA CATEGORY:

This position performs tasks that may involve exposure to blood, body fluids, or tissues. Training will be provided per Standard Operating Procedure for your area of operation. All FFA employees are offered the opportunity to receive the Hepatitis B vaccination series.

COMMENTS:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Friends For All is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

I understand and accept the responsibilities in this job description.

Employee

Date

Supervisor

Date