

JOB DESCRIPTION

TITLE: COMPTROLLER

POSITION DESCRIPTION

Responsible for processing and recording financial transactions in accordance with the chart of accounts and financial policies and procedures. Provides leadership in information systems to ensure that data collection, storage, and communications support the needs of the business and its management.

MAJOR AREAS OF DUTIES AND RESPONSIBILITIES

- Responsible for accounting cycle activity, accounts payable, check writing, cash receipts, investment activity, payroll, journal entry preparation, monthly accounting closings, and routine activity of the financial accounting function.
- Responsible for cemetery payroll including review and reporting of all payroll input, adjustments, deductions, employee master files, and for transmitting data to payroll processing agency.
- Maintains accurate fixed assets accounts including asset listings, accounting records, and calculating and recording depreciation and amortization using appropriate lives and methods.
- Prepares a monthly financial reporting package to be used by the leadership team.
- Records applicable year end accruals and prepaid expenses consistent with sound management principles and generally accepted accounting practices.
- Responsible for the preparation of annual financial budget documents.
- Provides financial data and analysis to outside auditors in performing the annual audit.
- Provides leadership for information technologies.
- Acts as human resources officer.
- Extends hospitality to all and expresses a positive attitude in spoken and written communication
- Additional duties as needed

OBJECTIVES

- a. Dependability- job requires being reliable, responsible, and dependable in fulfilling obligations.

- b. Cooperation- job requires being pleasant but task oriented with others on the job and displaying a good-natured, cooperative attitude.
- c. Self control- job requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in difficult situations.
- d. Integrity- job requires being honest, up front, and ethical.
- e. Attention to detail- job requires being careful about detail and thorough in completing work tasks.
- f. Confidentiality-job maintains that both certain accounting information and human resource information stay confidential.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1) Knowledge

- a. Public safety and security – knowledge of relevant equipment policies, procedures, and strategies to promote effective safety and security for our grounds technician teams (work crew), but also the public, property and our overall institution.
- b. English Language – knowledge of the structure and content of the English language including the meaning and spelling of words, and rules of composition and grammar.
- c. Computer skills- knowledge and ability to use computers and related technology efficiently, familiarity with common software and the ability to self-teach (i.e. to learn arbitrary new programs or tasks as they are encountered)
- d. Customer and Personal/Public Services – knowledge of the principles and processes for providing customer and personal services.
- e. Knowledge of budgeting & finance

2) Skills

- a. Active listening – giving full attention to what other people are saying and taking the time to understand the points being made, asking questions for clarification and not making assumptions.
- b. Speaking – talking to others to convey information effectively.
- c. Critical thinking – using common sense and logic to identify the strengths and weaknesses of alternative solutions, conclusion, or approaches to problems.
- d. Coordination – adjusting actions in relation to other’s actions.

3) Training/Education

- a. Bachelors degree in accounting, Masters degree preferred
- b. 5 or more years experience as an accounting supervisor or manager

4) Abilities

- a. Driving – must maintain a valid driver’s license.
- b. Oral Comprehension – the ability to listen to and understand information and ideas presented through spoken words and sentences.
- c. Oral expression – the ability to communicate information and ideas so others will understand.
- d. Problem sensitivity- the ability to tell when something is wrong or is likely to go wrong. It does not necessarily involve solving the problem, only recognizing there is a problem.
- e. Ability to operate office equipment such as phone, fax, copier, printer, computer, etc.

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- f. Confidentiality – ability to honor and maintain privacy
- g. Ability to work collaboratively with co-workers.

PHYSICAL DEMANDS

- a. Position requires extended periods of sitting and working at a computer.
- b. Multi-limb coordination – the ability to coordinate two or more limbs while sitting or standing.
- c. Lifting up to 25 pounds.
- d. This location requires the ability to climb a full staircase.

Additional information

Location	40 Cemetery Ave, Menands
Hours of work	8:30-4:00 Mon.-Fri.
Pay grade	
Management? (Yes/No)	YES
Exempt/NE status	Exempt
Last date revised	11/27/19

Employee _____ Date _____