



JOB DESCRIPTION

Job Title	Assistant Controller	Job Grade	30
Department	Business	Supervisor	Chief Financial Officer

POSITION SUMMARY

The Assistant Controller supports the Chief Financial Officer in overseeing the daily financial operations of Martha Lloyd Community Services and its affiliated entities. This role is responsible for maintaining the integrity of accounting processes, strengthening internal controls, ensuring timely and accurate financial reporting, and supporting organizational compliance with Generally Accepted Accounting Principles (GAAP), regulatory requirements, and internal policies. The Assistant Controller provides operational leadership within the Business Office through oversight of accounting workflows, supervision of assigned staff, review of financial transactions and reconciliations, and coordination of month-end and year-end close activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting Operations & Internal Controls

- Oversee day-to-day accounting operations across organizational entities.
- Review and approve journal entries, reconciliations, payroll processing and financial transactions for accuracy and completeness.
- Maintain and strengthen internal control processes and separation of duties within accounting and payroll workflows.
- Review and approve bank transfers, ACH transactions, and payroll funding approvals.
- Oversee intercompany allocations, reconciliations, and balancing processes.
- Ensure timely and accurate completion of month-end, quarter-end, and year-end close activities.
- Assist in maintaining fixed asset schedules, depreciation records, and asset disposals.

Financial Reporting & Analysis

- Prepare and review GAAP-compliant financial statements and supporting schedules.
- Assist with preparation of monthly, quarterly, and annual financial reports for leadership and the Board of Directors.
- Analyze financial variances and provide recommendations or operational insights to leadership.
- Support development of dashboards, KPIs, and financial reporting tools to improve organizational visibility.

Budgeting, Audit & Compliance

- Support annual budgeting and forecasting processes in collaboration with department leadership.
- Coordinate audit preparation activities and serve as a liaison with external auditors.
- Assist with preparation and support of tax filings and regulatory reporting requirements.
- Ensure adherence to federal, state, grant, ODP, and organizational financial compliance requirements.

- Support cost report preparation and coordination with external consultants and agencies.
- Maintain organized accounting documentation and records to support audit readiness and regulatory review.

Leadership & Team Development

- Direct supervision of business department team members including scheduling, engagement, and cross training.
- Assist with staff training, workflow development, performance monitoring, and accountability.
- Provide operational support and backup coverage for critical accounting and payroll functions as needed.

Systems & Process Improvement

- Lead or support accounting system upgrades, ERP implementation initiatives, and financial process modernization efforts.
- Identify opportunities to improve workflow efficiency, reporting accuracy, and automation within financial operations.
- Assist in development and maintenance of Business Office standard operating procedures and documentation.

Training

- Completes and maintains all required certifications such as First Aid/CPR, etc.
- Attends meetings and training sessions as required.
- Responsible for completing all required annual in-service and mandatory trainings.

Communication

- Maintains confidentiality regarding financial, employee, and organizational information.
- Communicates professionally with employees, leadership, vendors, auditors, banking partners, and regulatory agencies.
- Supports organizational mission, professionalism, and ethical financial stewardship.

Other Duties

- Perform additional duties as assigned by the Chief Financial Officer or President/CEO.

JOB REQUIREMENTS

- Bachelor’s degree in Accounting, Finance, or related field required.
 - Years of experience may be considered in lieu of educational requirements.
- Minimum of 4 years of progressive accounting or financial management experience preferred.
- Prior supervisory or leadership experience preferred.
- Strong understanding of GAAP, internal controls, and financial reporting.
- Experience with nonprofit, healthcare, or human services accounting preferred.
- Strong analytical, organizational, and problem-solving skills.
- High level of integrity, professionalism, and confidentiality.
- Strong written and verbal communication skills.
- Pass post-offer physical exam and drug screening requirements consistent with organizational policy.

This Job description is subject to change.

Employee Name: (print)		Date:	
Employee Signature:			
Supervisor/HR Signature:			

