



Job Description

Position Summary

The Controller of Finance is responsible for managing the activities of the overall general Financial and Accounting function. The Controller of Finance is responsible for overseeing financial functions, ensuring alignment with organizational goals and strategic objectives. Will oversee, implement and maintain accounting systems, procedures and policies for Finance. This position ensures accurate compilation, analysis and reporting of accounting data and acts as relation between the organization, government, donors, and CPA auditors in providing the required information and ensuring that proper information is maintained.

The Controller of Finance will provide clerical and administrative support to the Executive Director, handle a wide range of administrative and executive support related tasks, and promote and maintain a professional office environment for First Tee – Naples/ Collier.

Develop constructive, cooperative and effective working relationships with staff, volunteers, and individuals outside the organization, and represent the organization to donors and the general public. Basic knowledge of golf industry terminology is a plus!

This role will be reported to the CEO.

Position Title	Department	Reports to
Controller	Administrative and General	Cindy Darland
Employment Status	FLSA Status	Effective Date
☒ Full-Time	☒ Exempt	

Key Responsibilities

Strategic Leadership:

The Controller develops and implements long-term and short-term strategies for Finance that align with the organization's overall goals. This includes financial planning.

Financial Oversight: The Controller manages the financial operations of the organization, including budgeting, financial reporting, and compliance with financial regulations.

They oversee accounts payable, payroll, and financial audits, ensuring fiscal responsibility and transparency.

Collaboration with Leadership:

As a member of the leadership team, the Controller collaborates with other executives to make strategic decisions that impact financial performance. They provide insights and recommendations based on financial data.

Required Skills and Qualifications

Educational Background:

A bachelor's degree in finance, business administration, public administration or a related field is typically required. A master's degree or professional certification (e.g., CPA) may be preferred.

Experience: Significant experience in finance roles, with a proven track record of leadership and strategic planning.

Interpersonal Skills: Strong communication and interpersonal skills are essential for collaborating with various stakeholders and teams effectively.

Analytical Skills: The ability to analyze financial data metrics to inform decision-making and drive organizational performance.

The Controller plays a crucial role in ensuring that financial functions operate efficiently and effectively, contributing to the overall success of the organization. This position requires a balance of strategic thinking, operational management, and leadership skills to navigate the complexities of domain.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Assigning and auditing the work of the accounting staff to develop, implement and/or maintain one or a combination of generally accepted accounting systems.
- Overseeing basic accounting procedures (A/R, A/P, time billing, P/R, G/L, tax payments and inventory control).
- Assist in maintaining budget through budget entry and monitoring.
- Managing financial statement preparation and month end and quarterly closing.
- Monitoring and reviewing all records of assets, liabilities, and other financial transitions.
- Serving as company communication and connection with auditors.
- Performing all basic accounting procedures, financial statement preparation, month end closing, journal entries and general ledger maintenance, inventory roll forwards, and fixed assets and margin analysis; preparing supporting schedules for financial statements preparation.
- Communicating with donors to address any past due invoices on their account and providing weekly status updates to management.
- Ensuring all active projects are covered by valid, binding contracts.

- Reviewing, analyzing and reconciling general ledger accounts and investment transactions in conjunction with preparing quarterly reports for management.
- Assist with administrative functions of the organization.
- Assist with correspondence and communication.
- Maintain donor database.
- Prepare for and attend board meetings (every other month).
- Assist in organization of/attendance to events, meetings and fundraisers as assigned.
- Monitor and report grant funds; assist with grant applications and research as needed.
- Assist with technological needs and access for organization system. (Quick book, Boomerang, Stripe).
- Complete all training needed by established deadlines.
- Update organization policies.
- Supervises business affairs to ensure that funds are collected and expended to the best possible advantage.
- Is responsible for the fiscal management of organization; assures proper utilization of organization's financial resources.
- Develops budget within designated deadlines according to all budgetary policies and procedures.
- Effectively utilizes resources within established budget.
- Recommends ways to reduce expenditure and/or enhance revenues without compromising quality of services.

➤ **General Administrative**

- Support Program Coordinator with uniform procurement and distribution; answering general questions.
- Handle prep and distribution of mailings for programming and assist in production of materials as needed.
- Assist Executive Director in all planning, organizing and execution of special events, including ideas for events, securing event sites, developing ideas for themes, decorations, tickets and all associated items.
- Coordinate registration materials and all administrative processes for event.
- Provide administrative support for the Executive Director, including tracking projects, proof reading and formatting various documents for printing and distribution, and other administrative duties, as assigned.
- Demonstrates respect and regard for the dignity of all visitors and fellow employees to ensure a professional, responsible, and courteous environment.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in accounting, Finance, or Business-related field preferred.
- CPA or MBA a plus.
- 2-5 years progressive accounting experience in public accounting, non-profit financial operation or similar environment.
- Thorough knowledge of general accounting including application of general accounting theory
- Strong leadership and proven supervisory skills.

- Ability to develop and maintain strong donor's relationships.
- Demonstrated organizational administrative skills required.
- Exceptional analytical and problem-solving abilities
- Ability to work and interact with department and client organizations
- Strong computer aptitude, including expertise with Microsoft Excel and Word as well as applicable accounting software
- Ability to work independently while managing multiple projects and deadlines.
- Highly organized team player who is positive and professional.
- Strong computer skills including use of standard Office programs, maintaining databases and navigating websites and & online media; previous insurance billing experience preferred.
- Experience maintaining financial records; QuickBooks experience preferred.
- Ability to pass criminal/registry background checks
- A valid driver's license & insured vehicle

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____