

JOB DESCRIPTION

TENFOLD

Job Title: Controller

Revised: October 2023

A. Basic Function:

Oversee all accounting activity related to general business operations, oversee budgetary and cash management activities, and provide financial reports for board and management. Manage the accounting department and all accounting related activities.

B. Essential Finance/Accounting Functions:

1. Review monthly balance sheets, profit & loss, and cash flow statements for both Tenfold and Tenfold Community Lending.
2. Manage monthly close procedures.
3. Analyze financial statements and prepare summary reports and recommendations for the Finance Committee and Board of Directors.
4. Develop annual operating, capital, reserve, and trust fund budgets.
5. Manage operating, capital, reserve, and trust fund revenues/expenditures, including weekly reviews of cash payments/deposits for accuracy.
6. Review and approve biweekly payroll. Review and sign-off on necessary federal, state and local payroll tax forms.
7. Review reconciliations of all balance sheet accounts.
8. Review loan portfolio with Chief Community Investment Officer monthly.
9. Review monthly accounts receivable and accounts payable reports for any long outstanding items.
10. Create grant proposal budgets prepared by Development Team/Accounting Specialist for accuracy.
11. Ensure accurate entry of all grants and contracts into grant management tracker.
12. Prepare for and assist auditors with all audits.
13. Provide monthly financial reporting to Program Directors.
14. Manage financial growth of the Property Portfolio.

C. Essential Support Department Functions:

1. Select, supervisor, and evaluate support staff (Accounting Assistant, Accounting Specialist).
2. Determine the training needs and opportunities for the support department.
3. Work with Executive Coordinator to obtain and evaluate quotes for any repairs needed at properties.

E. Supervision Exercised:

Supervise the Accounting Assistant, Accounting Specialist

F. Supervision Received:

Responsible to CEO

G. Minimum Knowledge, Skills and Abilities:

1. Computer literacy - understanding of databases, networks, accounting systems and other software used in the course of work performed.
2. CPA license or master's degree in Accounting or Business Administration preferred.
3. Attention to detail and the ability to see Tenfold's needs as a whole.
4. Problem solving skills.
5. Demonstrated leadership ability to motivate, promote, supervise and administer.
6. Comfortable working with people of diverse income, cultural, ethnic backgrounds, and in working as a team member.
7. The ability to establish respectful relationships with persons served to help them gain skills and confidence.
8. The ability to work collaboratively with other personnel and/or service providers or professionals.
9. The capacity to maintain a helping role and to intervene appropriately to meet service goals.
10. Commitment to Tenfold's Core Values: We Value Empowerment; We value Innovation; We Value Integrity; We Value Diversity, Equity and Inclusion; We Value Teamwork.

H. Time Requirements:

Normal working hours: 8:30 a.m.- 5:00 p.m. Work during budget times, monthly close out, year-end audits and at other times may require more than 40 hours a week and some evenings.

I. Classification:

This position is classified as exempt from overtime and compensation is paid on a salaried basis.

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tenfold.

Employee Signature _____ Date _____

Equal Employment Opportunity

Tenfold is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.