



# TVRC EDUCATION FOUNDATION

DATE UPDATED: 12/18/2020

**Position:** Financial Controller (FC)

**Employee:**

**Department:** Finance

**Exempt:** X

**Manager's Title:** Executive Director or Camp Director (ED/CD)

**Hrs. /Wk.:** 40 %FTE: 100%

**Hiring Salary Range:** \$55,000 – \$62,000

## **Purpose:**

To manage the day to day accounting of the organization insuring that the operation is efficiently using resources, monitoring internal controls, supervising banking / finance activities, proper reporting, payment and compliance with taxing and regulating authorities.

## **Major Job Functions:**

The Financial Controller (FC) is responsible for the accounting, data entry and managing TVRC's financial operations; with the ultimate goal of maintaining the organizations financial health and regulatory compliance. The FC will keep track of and generate financial records including accounts payable, accounts receivable, reconciliations, profit and loss and others. The FC will ensure compliance with all regulatory bodies and notify the ED/CD, or Board of inconsistencies, opportunities or deficiencies. The FC will work with the ED/CD to assist with employee benefits for the year round staff.

## **Duties & Responsibilities:**

- 1) **Yearly Audits / Review:** The FC will schedule and conduct yearly audits or reviews with an accounting firm approved by the board of directors or ED/CD.
- 2) **Tax Return:** The FC will oversee the completion of the yearly tax return for the organization with collaboration from the accounting firm hired to complete the return.
- 3) **Accounts Payable:** FC oversees payment of accounts payable ensuring authorized account signers are presented with timely payments of all TVRC obligations. FC works with other members of the Full Time staff to ensure received invoices are timely and accurate before processing payment. Manages TVRC Credit Card spending, sending out notices to staff for monthly reconciliations.
- 4) **Accounts Receivable:** FC maintains ledger for accounts receivable and oversees all billing for camp. Works with AOM on all collections and proper invoicing for program tuition and Trading Post charges. Works with and manages third party vendors for merchant accounts for credit card processing.
- 5) **Payroll:** Processes payroll for TVRC and submit all associated tax payments.
- 6) **Government Reporting:** Submits both federal and state quarterly reporting along with applicable payments. This includes 941, sales tax reporting, unemployment insurance, workers compensation and new hire reports.
- 7) **Reconciliations:** Responsible for bank account reconciliations and reconciliation of all general ledger accounts maintained in QuickBooks.
- 8) **Budgeting:** Oversee and coordinate with full time staff for yearly budgeting. Make recommendations to the ED/CD that help ensure TVRC maintains necessary planning to meet its financial obligations.
- 9) **Benefits Administrator:** FC works with the ED/CD to manage full time staff benefits.
- 10) **Financial Oversight:** FC notifies the ED/CD or Board of: inconsistencies, deficiencies, discrepancies or other unusual or unplanned expenses or expenditures that are outside of listed policy or appear abnormal. FC makes recommendations on financial policy for the organization.

- 11) Credit Card Oversight: Manage and track employee spending on company credit cards, ensuring that receipts and reports are submitted in a reasonable amount of time. Allocate credit card expenditures to the appropriate budget line, when reconciling accounts. Manage Credit Card processors, including control scan maintenance and security settings. Monitor and troubleshoot fraudulent or suspect activity.
- 12) Third Party Reporting: Submit accurate and timely reports to the Federal/State partner agencies (GTNP/USFS/State of Wyoming) including financial reports and all seasonal and annual payments.
- 13) Point of Contact: The FC will act as the point of contact for third party financial institutions such as local banks, endowment accounts, and stock transfers.
- 14) Financial committee Liaison: FC works with the ED/CD to prepare meeting materials for all financial specific meetings, both in person and on conference calls. FC coordinates and schedules meetings and shares materials and agendas as directed by ED/CD. FC will take notes, create, and post meeting minutes / action items for all Financial Committee meetings.

### **Supervisory Responsibilities:**

- None

### **Education and Experience:**

#### Required

- 4 Years' experience in financial management and accounting

#### Preferred

- Bachelor's Degree in accounting or related field
- Previous professional experience in Non-Profit organizations

### **Knowledge, Skills, and Abilities:**

#### Required

- Experience and proficient with QuickBooks, Microsoft Excel and other database management programs
- Excellent oral and written Communication Skills
- Ability to perform basic math using all units of measure, using whole numbers fractions and decimals
- Highly professional and personable, able to create and maintain strong relationships with camper families, staff and other members of the TVRC community
- Ability to work in a team setting
- Experience using a multitude of typical office equipment such as: computers and computer programs (word, excel, database) and traditional office equipment (phone system, copier).
- Highly developed organizational skills with an eye for detail

### **Physical Requirements and Working Conditions:**

- The FC typically works year round in the Jackson Office, however; overnight and multiday trips to the TVRC Ranch in Dubois WY will be required as needed & directed by the ED/CD to support the summer program
- Ability to use the computer for extended periods with appropriate rest periods
- Valid driver's license and a driving record that meets TVRC's insurance carrier requirements
- Ability to frequently lift up to 50 pounds