

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

**PAGE 1 OF 2**

**POSITION:**    **CONTROLLER**

**PURPOSE:**    Responsible for fiscal department of the Private Industry Council

**QUALIFICATIONS:**

Education: B.S. in Accounting, Finance, or related field.

Experience: 5 years experience in a managerial level position, 2 years of which includes supervisory responsibilities. Accounting/Financial experience preferably with fund accounting experience or in a non-profit work environment.

Skills, Abilities, and Knowledge:

- a. Ability to exercise discretion and maintain confidentiality
- b. Ability to lead, motivate and supervise others effectively
- c. Ability to multi-task, set priorities, and delegate responsibilities
- d. Problem solving ability where independent judgement is required
- e. Excellent accuracy, organizational skills, and accountability
- f. Ability to set and achieve goals and work independently with little supervision
- g. Excellent interpersonal and customer service skills
- h. Effective oral and written communication skills
- i. Machine operation including calculator, photocopier, computer, etc.
- j. Excellent computer skills
- k. Knowledge of fund accounting, and the ability to follow policies and procedures laid out by different funding sources
- l. Organization and time management skills, human relations skills, observation and analytic skills

**REPORTS TO:** Chief Financial Officer

**SUPERVISES:** Fiscal Department Staff

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration

Interruptions: Occur frequently

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Potential eye strain & occasional travel required

Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Oversee all fiscal department activities
02. Point of contact for fiscal monitoring reviews and audit
03. Comply with various funding sources, grant requirements and reporting deadlines
04. Coordinate insurances -- both corporate and employee benefit
05. Oversee the compliance of each grant and assist in grant preparation
06. Maintain up to date knowledge of the Uniform Guidance and ensure compliance
07. Attend meetings and seminars as a representative of the corporation
08. Complete forms, time cards, and other paperwork as required
09. Prepare and distribute financial statements as needed
10. Assist in special projects or assignments as directed

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE: G**