

Central Coast Energy Services Job Description

Title: Assistant Controller
Reports To: Controller
FLSA Status: Exempt
Salary: \$80,000 - \$105,000 per year
Status: Full time – Regular

General Duties and Responsibilities

Reporting to the Controller, the Assistant Controller is responsible for developing and maintaining a cost allocation system which tracks agency expenses from when they are incurred to a contract or contract line item where they can be distributed, reported and reimbursed. The position also provides relief to the Controller across all finance department functions, including, but not limited to Accounts Payable, Accounts Receivable, General Ledger, Audits, Contracts, Budgets and Reporting.

All CCES employees must:

- Work safely and take responsibility for a safe and healthy workplace (on and off site).
- Model job performance aligned with CCES' core values.
- Contribute to the accomplishment and continual refinement of the vision, mission and goals of Central Coast Energy Services.
- Support each member of Central Energy Services team in the efficient delivery of quality service.
- Train others to become productive members of the Central Coast Energy Services team.
- Be dedicated to the compassionate service of those in need.
- Maintain confidentiality of customer information and personnel matters.
- Be on the learning side of the digital divide.

Specific Duties and Responsibilities:

1. Fiscal Operations and Oversight

- Maintains financial procedures and controls for fiscal operations of CCES and works with the Leadership Team to ensure appropriate controls and security are in place.
- Researches and stays informed about all applicable accounting and fiscal management laws, rules and requirements and works with Leadership Team to ensure that CCES is in full compliance.
- Supports and monitors the audits of CCES financial records by external auditors, including preparation of all required schedules, records and reports with particular attention to the annual single audit.

2. Reporting

- Prepares monthly financial statements.
- Prepares financial reports for specific contracts, as required.
- Completes and submits local, state and federal tax filings and reports.
- Performs financial analysis as needed and directed.
- Maintains as current necessary corporate and business filings and licenses.
- Attends meetings of the Board of Directors, presents monthly financial statements and responds to information requests.

3. Accounting

- Oversees daily accounting functions including, but not limited to general ledger maintenance, accounts receivable, accounts payable, payroll and payroll tax reporting.
- Resolves complex accounting issues.
- Reviews cash flow projections and approves placement/movement of funds in CCES accounts.

- Reviews general ledger and coordinates timely monthly, quarterly, and annual closing activities.
- Coordinates and monitors physical inventory processes, adjustments and final reports.

4. Contracts and Budgeting

- Reviews and provides input to the Executive Director regarding fiscal aspects of contracts and operations.
- Implements or oversees CCES and individual contracts budget development, monitoring, and updates.
- Guides and supports Managers or Directors in developing Group budgets as necessary.
- Reviews budget proposals for completeness, accuracy, and contract compliance.
- Evaluates contract performance.
- Tracks, projects and communicates contract burn rates regularly.
- Reviews reimbursement claims and monthly cost allocations.

5. Other

- Performs related duties as assigned.

Training and Experience:

Any combination of training and experience, which would provide the required skills and minimum qualifications, is qualifying. A typical way to obtain these skills would be:

- (Preferred): BS Accounting or Finance and 5 years' experience in accounting
- Ten years increasingly responsible positions in Accounting or Financial Management
- Governmental or nonprofit fund accounting experience (Abila MIP Fund Accounting preferred)
- Working knowledge of OMB "Super Circular" Title 2 CFR Part 200

Skills and Minimum Qualifications:

- Strong finance and accounting management skills
- Ability to design, monitor and analyze complex financial systems
- Thorough knowledge of the theory, principles, methods and practices of accounting (GAAP)
- Solid knowledge of federal and state auditing and accounting requirements
- Excellent verbal and written communication skills

Computer Proficiency Skills:

- Abila MIP Software
- Microsoft Word, Excel, Outlook, Windows Operating System, understanding database concepts.

Central Coast Energy Services reserves the right to verify skill proficiency through testing on any of the above referenced categories and any other skills and knowledge required by the Controller position.

License Requirement:

Possession of a California driver's license, vehicle insurance, and a good driving record. **You will be required to bring a copy of your DMV record if you are invited for an interview.**

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The job is performed in an office setting. Occasional use of CCES vehicles is required to obtain signatures, make bank deposits, or to pick up and deliver CCES mail at the post office.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear and to use hands to finger, handle, or feel. The employee is frequently required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Requires extended, daily use of personal computers to type, analyze, and summarize data.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

No application will be considered unless accompanied by a DMV Driver's License Record Printout dated within the previous 30 days.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status or any other merit factor unrelated to job duties.

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