



Miami-Dade County Job Description

Job Title: Business Controller
Department: Finance Department
Reports To: Finance Director
FLSA Status: Exempt
Pay Grade: A8
Established: 6/07/2023

Summary:

The Business Controller is responsible for overseeing the financial operations of The Children's Trust. This includes, but is not limited to, the supervision of the work performed by the Accountants, Senior Accounting Analysts, Accounting Operations Manager and Fiscal Data Integrity Analyst of The Children's Trust in accordance with The Children's Trust (The Trust) procurement and accounting policies and procedures, Generally Accepted Principles (GAAP), regulations promulgated by the Governmental Accounting Standards (GASB) and Government Auditing Standards. As directed by the Finance Director, the Business Controller will be engaged in key functions such as planning, managing, monitoring and evaluating the fiscal activities and functions of The Trust and its service providing organizations to ensure that daily and long term financial activities and controls are created and maintained to achieve organizational objective and safeguard assets.

Essential Duties and Responsibilities:

- Provide leadership and supervision to Accountants, Senior Accounting Analysts, Accounting Operations Manager and Fiscal Data Integrity Analyst including development, continuous assessment, and review of individual performance plans.
- Develop and implement policies and procedures for accounting activities.
- Collaborate with senior staff to develop, maintain fiscal policies and procedures for funded providers.
- Serves as backup to the Finance Director including their knowledge and duties as assigned
- Oversee provider compliance.
- Organizes, facilitates, and participates in meetings; delivers fiscal presentations and reports to a variety of internal and external audiences.
- Reviews and approves budget amendments.
- Serve as subject matter expert for priority projects.
- Analyze provider expenses, financial reports, budget documents.
- Analyze annual financial statement audits of service provider organizations.

- Involved in and/or responsible for the preparation, maintenance and/or review of accounting records, subsidiary journals, general ledgers, adjusting entries.
- Responsible for the review and processing of agreements, payment requests, approval of invoices, budgets and amendments, accounts payable, fixed assets, payroll accounts and other accounting functions.
- Assist with data analysis and reporting for agreements and budgets.
- Prepare, update and review various financial statements, schedules and other ad hoc reports, including statistical summaries.
- Oversee the activities of the provider services agreements.
- Provide direct technical assistance to Provider and The Trust personnel.
- Advise management on adequacy of financial controls; recommend new or revised accounting procedures and reporting forms.
- Involved in the development and the installation of new and revised accounting systems and procedures in order to improve efficiency in financial reporting; coordinates efforts with other departmental officials.
- Assist external auditors in the examination of fiscal records by preparing audit work papers, providing reports and information
- Assist in the annual budget process, including compiling data, monitoring activity and preparing amendments.
- Assist in the modification of the budget; monitor budget expenditures and advise on potential problems; initiates requests for budgetary amendments.
- Assist in the performance, coordination, and preparation of TRIM related activities and reports in collaboration with the Financial Controller and Chief Financial Officer.
- Assist in the administration of finance related activities and/or operations.
- May assist in the procurement process including, developing procurement or solicitation documents and the review of solicitation or procurement responses.
- Supervise and train subordinate personnel assisting in accounting and other fiscal related activities and act as a backup for other department staff in their absence.
- Performs other work as required.

Supervisory Responsibilities:

Supervises Accountants, Senior Accounting Analysts, Accounting Operations Manager and Fiscal Data Integrity Analyst.

Qualifications:

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree in Accounting/Finance/Business Administration or equivalent in a related field and/ or have an Associate's Degree in accounting/business administration or equivalent and at least seven years of demonstrated experience in the essential

duties and responsibilities, including knowledge of professional accounting principles and procedures, will qualify.

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Excellent writing and verbal communication skills including the ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

- Ability to calculate figures and amounts such as profit and loss, general ledger, payment schedules, and ability to draw and interpret graphs.

Reasoning Ability:

- Ability to define problems, collect and manipulate data, establish facts, and draw valid conclusions.

Computer Skills:

- Considerable knowledge of modern office practices, systems and equipment.
- Ability to use a computer particularly word processing and spreadsheets at a highly proficient level.

Certificates, Licenses, Registrations:

- Certified Public Accountant (CPA) certification.
- Valid Florida driver's license and access to personal transportation for travel to occasional off-site community meetings

Working Conditions:

The incumbent performs duties in a normal office environment with comfortable air temperatures and adequate lighting and ventilation. In the course of daily work, the incumbent alternates between physical activities such as sitting for long periods of time and walking around the various areas of the organization. He/she may travel to off-site facilities for meetings and therefore must have access to personal transportation. Specific vision abilities required by this position include close vision, distance vision, depth perception and the ability to focus. May be required to lift up to 15 pounds.

Scope of Responsibility:

The Accounting Manager, under the direction of the Finance Director, and in collaboration of with a broad array of professionals, contributes to the professional accounting work done within the Finance team. The incumbent should be able to demonstrate knowledge of public procurement, budgeting, fiscal analysis and evaluation; be able to effectively plan and prioritize work assignments, as well as to work efficiently on several projects simultaneously, both independently and within a team.

The incumbent has access to the most proprietary information regarding The Children's Trust's strategy, information technology systems and internal information, and is expected to demonstrate the highest levels of discretion and business conduct and ethics.

Employee Name _____ Date _____

Employee Signature _____

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.