



Position Description

DATE: January 2026

POSITION TITLE: Controller	CLASSIFICATION: Exempt
REPORTS TO: Chief Financial Officer	SUPERVISES: Accounting Department staff

Summary:

Responsible for the oversight of all accounting department functions, including the development and maintenance of policies and procedures; accounts payable; accounts receivable; purchasing/procurement compliance; general ledger accounting; timely completion of month-end close; and financial statement preparation. This includes the review of all journal entries; analysis of expenses to capitalize; oversight of revenue recognition; amortization, accrual, and lease schedules; and all general ledger reconciliations, as well as responsibility for the accuracy of the general and subsidiary ledgers for reporting purposes. Oversees the accounting department staff and ensure compliance with policies and procedures, especially FA-801 Documentation of Internal Controls. Responsible for the development and update of all accounting department policies and procedures that will, at a minimum, support a system of processes and controls that will meet Generally Accepted Accounting Standards.

Duties and Responsibilities:

- Oversee the timely completion of the month-end closing process.
- Ensure, in consultation with the Chief Financial Officer, the appropriate application of Generally Accepted Accounting Principles.
- Compile the month-end financial statement report package.
- Analyze monthly expense reports, including the review of expenses that must be capitalized (and reclassifying expenses when necessary).
- Review/update all amortization, accrual, and lease schedules for accuracy, and compare them against current journal entries.
- Oversee and ensure the sufficiency of the monthly/quarterly/annual general ledger reconciliation procedures.
- Supervise accounting department staff including providing necessary training and monitoring and evaluating staff performance.
- Design and oversee a set of procedures that ensures the accuracy and efficiency of accounting department functions (accounts payable, accounts receivable, purchasing/procurement compliance, and general ledger accounting) while maintaining and strengthening internal controls.
- Draw down payments for federal grants through the Cashline drawdown system.

- Assist with reviewing/updating overhead budget reporting.
- Oversee the production of the annual 1099s.
- Assist in the completion of the annual 2 CFR Part 200 audit and the preparation and filing of the Form 990 tax returns and other tax or regulatory filings, as necessary.
- Author/maintain appropriate departmental policies and procedures to ensure that such documents are both sufficient and current.
- Collaborate with other staff, particularly the Research Budget Reporting Manager, to support financial reporting needs and reconciliations for projects.
- Work with a high degree of independence.
- Other duties as assigned by the Chief Financial Officer.

Skills, Knowledge, and Abilities May Include:

- Ability to identify issues and resolve them using the accounting system.
- Expert-level knowledge of Microsoft Excel and ability to quickly learn ERP systems.
- Must have excellent written and oral communication skills.
- Must have the ability to prioritize work and meet deadlines.
- Possess analytical, problem-solving, and organizational skills.
- Strong attention to detail is required.
- Excellent organizational skills and the ability to manage multiple competing priorities at once.
- Must be adaptable and have a strong work ethic.
- Strong supervisory skills.
- Must be willing to teach/train staff while still holding them accountable for the satisfactory completion of their responsibilities.
- Strong knowledge of US Generally Accepted Accounting Principles.

Education and Experience:

- Bachelor's degree is required with a strong preference for an accounting degree. A graduate degree in accounting and/or a CPA license is strongly preferred.
- Previous supervisory experience is preferred.

Work Environment:

This job operates in a professional office environment and/or a work-from home capacity. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

Other Duties:

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

By signing below, I acknowledge that I have read and understood the contents of this document. I further understand that this job description supersedes and replaces all previously existing job descriptions for this position.

Employee: _____ Date: _____

Printed Name: _____