

		
<b>BRA/EDIC EMPLOYMENT OPPORTUNITY</b>		
<b>TITLE:</b>	<b>CONTROLLER</b>	<b>JOB POSTING: #22-13</b>
<b>EMPLOYMENT STATUS: EDIC Employee</b>		<b>POSTING DATE: 10/15/13</b>
<b>DIVISION/DEPT: Administration &amp; Finance/ Budget &amp; Finance</b>		
<i>*This job posting will remain posted for 10 working days 10/15/13 - 10/28/13 before a hiring recommendation can be made*</i>		

**SUMMARY:** Under direction of the Director of Administration and Finance, develop, recommend and implement policies and procedures to control and safeguard the organization's assets; manage preparation of all financial reports; manage accounting staff.

Develop, recommend and implement accounting policies and procedures to establish and maintain internal controls and safeguard Agency assets. Ensure compliance with and adherence to all applicable internal, regulatory and professional standards, requirements, and guidelines. Coordinate and oversee communication and enforcement of accounting policies and procedures throughout the organization.

Directly and through subordinate supervisors, plan, organize and manage the accounting operations. Develop and enforce quality standards relating to accuracy, timeliness and comprehensiveness. Organize and allocate department work. Establish and enforce departmental policies and procedures.

Manage the coordination and preparation and production of financial statements and monthly reports for the various corporate entities. Ensure integrity, timeliness, and accuracy of all reports. Review reports to identify and explain unusual items, trends, discrepancies and other significant elements.

Monitor and manage organizational cash flows and liquidity. Manage short-term investments.

Assist in the annual Budget preparation for both the Operational and Capital Budget.

Lead and participate in preparation for external and internal audits. Establish effective working relationships with auditors.

Maintain and implement asset and cash management programs.

Assess impact of professional, organizational and regulatory changes to Agency accounting policies and procedures. Develop and recommend revisions to internal procedures as appropriate.

Oversee the timely and accurate filing of all required internal and external reports.

Lead and participate in development of new financial management systems; oversee update and enhancement of existing systems. Coordinate policy and operational issues between Accounting and other staff.

Provide advice and guidance to management in the interpretation and use of financial statements and accounting data.

Select staff; oversee or provide orientation, training and coaching. Conduct performance appraisals. Assist in managing departmental employee relations issues. Recommend and implement personnel actions in accordance with organizational policy.

Maintain current knowledge of accounting standards and guidelines. Perform other related duties as required.

**QUALIFICATIONS:** Work prefers completion of a Master's degree in Business Administration, Accounting or related field or equivalent or completion of C.P.A. certification, plus seven to ten years of progressively responsible related experience, including supervisory background. Ability to use automated accounting modules and office software is required.

**GRADE 24:**

**HIRING RANGE: NEGOTIABLE**

**To Apply:** Submit resume/cover letter to: Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E- Mail: **HR-BRA@boston.gov**

An Equal Opportunity Employer

**BOSTON RESIDENCY REQUIRED ON DATE OF HIRE**

