

Pine Mountain Lake Association Job Description

Job Title: Controller
Job Code: 50
Employee Name:
Department: Administration
Location: Administration Bldg.
Reports To: General Manager
FLSA Status: Exempt
Prepared Date: 1/20/21 sa

SUMMARY

Directs financial activities, technology integration, internal control, tax compliance of the Association by performing the following duties personally or through subordinate supervisors. Asset management is the central focus of this position.

Must be able to assume the duties of the General Manager in his absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Establishes, or recommends to the Board of Directors, major economic and fiscal objectives and policies for the Association.
- Prepares and directs preparation of monthly financials in accordance with Association objectives.
- Prepares financial forecast for the Association based on past, present, and expected operations.
- Prepares Association Annual Budget under the direction of the General Manager.
- Guides and assists auditors with Annual Audit.
- Prepares Association Annual Financial Report.
- Develops and implements investment policy in conjunction with the Investment Review Committee.
- Plans and directs the implementation and administration of the Association's insurance plans under the direction of the General Manager.
- Advises Board of Directors about insurance coverage for protection against property losses and potential liabilities.
- Advises General Manager on desirable operational adjustments due to tax code revisions.
- Arranges for audits of Association's accounts and preparation of tax returns.
- Represents the Association in collection of bad debts and small claims actions.
- Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement, under the direction of the General Manager.
- Plans modification of existing benefits programs under the direction of the General Manager.
- Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.
- Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.
- Evaluates services, coverage, and options available through insurance and investment companies to determine benefit programs best meeting needs of organization, in context of Association overall financial considerations.
- Recommends benefit plan changes to management.
- Notifies employees and labor union representatives of changes in benefits programs.
- Maintains the Association's Reserve Study database.
- Coordinates on-site visit of Reserve Study Specialist in order to update Reserve database per current legal requirements

- Prepares monthly and annual Reserve Study reports necessary to plan and fund future Reserve Expenditures.
- With the General Manager, represents the Association in union negotiations and recommends possible changes to the contracts.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises the accounting department. Carries out supervisory responsibilities in accordance with the Association's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, 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 (B.A.) from four-year College or university; or four to five years related experience and/or training; or equivalent combination of education and experience. CAFM certification a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common financial and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of multiple correlation analysis, regression analysis and financial modeling. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

CMA, Certificate Management Accountant

OTHER SKILLS AND ABILITIES

Ability to work with specific computer software, e.g., MS Office, Navision and Windows. Ability to work with various Internet/intranet network management tools. Knowledge of computer data warehousing and maintenance skills helpful. Able to use calculators.

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 or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.