MASSACHUSETTS TEACHERS ASSOCIATION

VACANCY NOTICE

The position of Controller is currently available. Please notify Human Resources in writing if you are interested in applying for this opportunity.

POSITION DESCRIPTION

TITLE: Controller

DIVISION: Finance & Accounting

DESIGNATION: Non-Unit

MAJOR RESPONSIBILITY: The Controller is responsible for the administration, development and operation of effective and accurate financial reporting, accounting systems, practices, controls and procedures.

REPORTS TO: Director, Finance and Accounting

ESSENTIAL JOB FUNCTIONS:

- Manages day-to-day divisional financial accounting activity.
- Recommends budgetary policies and practices and participates in formulating projected budgets.
- Reviews actual performance against budget, researches variances, and recommends adjustments.
- Prepares and reviews capital budgets and expense budgets.
- Supervises maintenance of general ledger, accounts payable and preparation of billing invoices.
- Reviews and approves journal entries and monthly balance sheet account reconciliations.
- Manages payroll function in accordance with provisions in union contracts and non-unit agreements.
- Supervises special programs as assigned.
• Implements Association policies and personnel procedures, including hiring, daily supervision, performance evaluation and employment related actions for direct reports.
• Advises and assists local associations on financial and tax matters.

SPECIFIC RESPONSIBILITIES:

• Manages day-to-day financial accounting activities, including payroll, accounts payable, financial reporting and internal control processes.
• Manages financial reporting for parent and subsidiary companies, including consolidated reporting.
• Manages the preparation of audit requests and data for the annual financial audit.
• Recommends budgetary policies and practices.
• Manages the annual budget preparation process.
• Reviews actual performance against budget, researches variances, and recommends adjustments.
• Prepares and reviews capital budgets and expense budgets.
• Manages the proper reimbursement of expenses in accordance with union contracts and non-unit agreements.
• Manages the maintenance of the automated expense reporting system.
• Manages the calculation and monitoring of financial ratios and projections.
• Manages the maintenance of the general ledger and general ledger account reconciliations.
• Manages the preparation of billing invoices.
• Supervises special programs such as the local office support program, as assigned.
• Implements Association policies and personnel procedures, including hiring, daily supervision, performance evaluation and employment related actions.
• Coordinates and schedules year end activities with outside auditors.
• Manages proper accounting for fixed assets.
• Recommends and manages changes in automated financial systems.
• Participates in the development of Association accounting policy and administers approved accounting procedures.
• Assists department heads in the preparation and administration of their operating budgets.
• Coordinates the preparation of expense allocations used in the agency fee calculation.
• Manages the annual taxable meals and mileage calculation for inclusion in w-2’s.
• Conducts special accounting studies and analyses, cash flow, cost analysis and prepares reports.
• Advises and assists MTA local associations on financial and tax matters.
• Maintains MTA’s IRS group exemption listing.
• Prepares or coordinates preparation of MTA and related entities federal and state tax filings.
• Manages the preparation of required outside financial reporting, such as the 150E filing with the MA Division of Labor Relations.
• Serves as Director in the Director's absence.
• Serves as staff consultant to committees and groups as requested.
• Carries out responsibilities with a positive, cooperative spirit.
• Develops internal auditing procedures and assures compliance.
• Manages and supervises direct reports in a positive manner, provides feedback on a regular basis, assures staff development and training, provides motivation to employees to enhance job performance.
• Performs other related duties as required.

MINIMUM QUALIFICATIONS:

• Bachelors degree in accounting, MBA or CPA beneficial.
• 5 years experience in managing a financial accounting operation.
• 5 years financial accounting experience, including financial reporting, audit, financial analysis, budget and expense reporting and payroll.
• Experience in managing and coordinating budget preparation.
• Cash and investment management experience.
• Travel required.
• Excellent interpersonal skills, both verbal and written.
• Computer literacy with proficiency in spreadsheet, word processing, database, automated general ledger products and report writer software.
• Overtime required.
• Willingness to work as a team member in a fast-paced financial environment.
• Possess and maintain a positive problem solving, cooperative attitude.
• Possess a strong work ethic.

APPLICATION PROCEDURE

To apply for this opportunity, please submit your cover letter and resume to:

MTA Human Resources
2 Heritage Drive, 8th Floor
Quincy, MA  02171
FAX:  617-570-4961

jobs@massteacher.org

The MTA is an Equal Opportunity Employer.
We value our diverse workforce and welcome applications from minorities, women, and persons with disabilities.