Southwestern Oregon SOWIB Workforce Investment Board

Position Description: Controller

FLSA Classification: Salary, exempt **Salary Band: 4** **Status:** Full-Time
Reports To: Finance Director **Date:** August, 2026

Position Summary

The Controller serves as the Finance Department's senior accounting professional and second-in-command, with responsibility for managing SOWIB's day-to-day finance and accounting operations. The position is responsible for the integrity of the general ledger, monthly close, fund and grant accounting, reconciliations, accounting workflows, financial-system operations, grant financial management, and the accuracy and completeness of financial data.

Operating in an environment with approximately 50 funding sources, the Controller must possess strong fund and grant accounting knowledge and the ability to independently analyze financial activity, recognize when transactions or financial results do not make sense, investigate underlying causes, and resolve accounting and operational issues.

The Controller provides day-to-day direction to the Finance Administrative Assistant and works closely with the Finance Director to ensure that SOWIB's accounting operations produce reliable information for financial reporting, analysis, compliance, and organizational decision-making. The Controller is expected to operate with substantial independence and provide continuity of Finance operations in the Finance Director's absence.

Responsibility and Decision-Making

The Controller is expected to exercise substantial independent accounting judgment within established SOWIB policies, accounting methodologies, grant requirements, and internal controls. The position is expected to independently resolve routine and moderately complex accounting, grant-accounting, reconciliation, system, and operational issues rather than routinely referring such matters to the Finance Director.

The Controller does not serve as a redundant transaction reviewer when established processes assign routine review and processing to the Finance Administrative Assistant. The Controller's responsibility is to manage the accounting operation, maintain its quality and integrity, and intervene when judgment or escalation is warranted.

Role Relationships

The Controller reports to the Finance Director and serves as the Finance Department's operational second-in-command. The Controller provides day-to-day direction to the Finance Administrative Assistant and serves as the primary Finance partner for routine program financial matters.

The Finance Director retains responsibility for financial strategy and planning, reporting design and analysis, financial-system strategy and significant enhancements, accounting policy and internal-control design, indirect-cost methodology and allocations, complex accounting judgments, budget proposal approval, and executive and Board financial decision support.

The Controller serves as backup for payroll processing, with the Finance Director serving as the primary payroll processor. The Executive Director retains payment authorization authority for vendor invoices and reimbursements.

Essential Duties and Responsibilities

Accounting Operations and General Ledger Management

- Manage day-to-day accounting operations and Finance workflows.

- Maintain the accuracy, completeness, and integrity of the general ledger.
- Manage the monthly accounting close and ensure required close activities are completed accurately and timely.
- Ensure accounting batches, imports, journal entries, and other transactions are completely and appropriately posted as part of the accounting and close process.
- Prepare, review, and post recurring journal entries, accruals, payroll-related entries, corrections, and other routine accounting activity.
- Manage bank, credit-card, balance-sheet, accounts receivable, accounts payable, payroll, and other account reconciliations.
- Investigate and resolve reconciling items, accounting discrepancies, unusual balances, and transaction-level issues.
- Maintain the integrity of approved account, fund, grant, program, project, and other accounting dimensions and attributes.
- Generate reliable closed financial data, preliminary financial statements, and supporting schedules for reporting and analysis.
- Identify accounting issues requiring policy interpretation or significant judgment and escalate them to the Finance Director as appropriate.

Fund and Grant Accounting

- Manage accounting activity across approximately 50 funding sources.
- Ensure revenues and expenditures are accurately coded to the appropriate fund, grant, program, account, and other required dimensions.
- Maintain the accounting integrity of grant and restricted funding activity throughout the award lifecycle.
- Monitor grant and funding-source balances, award periods, budget utilization, burn rates, and other financial indicators.
- Manage routine grant revenue recognition, receivables, deferred or conditional revenue, and reimbursement activity in accordance with established accounting policies.
- Prepare and/or oversee grant reimbursement requests and required financial reports.
- Monitor compliance with financial provisions of grant agreements and applicable funding requirements.
- Analyze transactions involving questions of allowability, allocability, funding source, or accounting treatment and resolve routine matters within established policies.
- Maintain appropriate accounting support for net assets with and without donor restrictions.
- Identify significant funding, compliance, coding, or accounting concerns and escalate them to the Finance Director as appropriate.

Program Financial Management

- Serve as the primary Finance contact for routine program financial matters.
- Lead recurring budget-to-actual and financial discussions with program staff.
- Analyze program and grant variances and investigate significant or unusual differences.
- Assist program leadership with expenditure projections, budget revisions, and financial planning for individual awards.
- Monitor funding utilization and identify potential underspending, overspending, funding gaps, coding issues, or compliance concerns.
- Provide timely financial information and guidance to program staff.
- Escalate significant financial risks, policy matters, and strategic funding issues to the Finance Director.

Accounts Payable and Expense Management

- Manage SOWIB's accounts-payable and employee-expense processes.
- Monitor the quality, completeness, and timeliness of AP and expense processing and ensure established procedures are consistently followed.
- Resolve unusual or complex coding, documentation, funding, allowability, and accounting issues.

- Ensure AP and expense activity is completely and accurately reflected in the general ledger.

Financial Systems Administration and Accounting Integrity

- Maintain the operational and accounting integrity of Blackbaud Financial Edge NXT and its interfaces with BILL, Expensify, Paycor, Omatic, and other Finance systems.
- Monitor system integrations and ensure transactions are completely and accurately transferred to the general ledger.
- Resolve failed imports, unposted batches, mapping exceptions, and other routine system or data-flow issues.
- Maintain approved accounting mappings and routine system configurations.
- Test and validate system enhancements, reporting changes, integrations, and configuration changes from an accounting and operational perspective; support related documentation, data cleanup, and post-implementation stabilization activities.
- Identify system, workflow, or accounting-process problems and proactively recommend improvements to the Finance Director.
- Partner with the Finance Director and technical resources in implementing approved financial-system enhancements.

Compliance, Audit and Internal Controls

- Monitor adherence to established accounting policies, procedures, internal controls, and applicable financial requirements, and identify control or compliance concerns.
- Maintain accounting schedules, reconciliations, documentation, and other records necessary to support audit and monitoring activities; prepare audit schedules and coordinate routine audit information requests.
- Support grant monitoring, financial reviews, and other compliance activities.
- Identify control weaknesses, recurring accounting issues, or process risks and recommend corrective actions.
- Escalate significant compliance, internal-control, or accounting-policy matters to the Finance Director.

Financial Reporting and Analysis Support

- Prepare grant, program, management, audit, and Board-reporting schedules as assigned.
- Provide variance explanations, accounting exceptions, supporting schedules, and other information necessary for management reporting and analysis.
- Support development and testing of new or enhanced financial reports.
- Assist with financial analysis, forecasting, and other reporting initiatives as requested.

Finance Operations Leadership

- Provide day-to-day direction, technical guidance, and workload coordination for the Finance Administrative Assistant.
- Establish expectations for recurring accounting processes and deadlines, monitor workflow performance, and address processing, documentation, or quality issues.
- Promote consistent application of Finance procedures and internal controls.
- Maintain accounting procedures, close checklists, and other operational documentation.
- Support cross-training and development of Finance staff to strengthen departmental continuity and capacity.
- Serve as the Finance Department's primary operational leader and maintain continuity of accounting operations in the Finance Director's absence.

Knowledge, Skills and Abilities

- Advanced knowledge of generally accepted accounting principles, general-ledger accounting, and financial reporting.
- Strong working knowledge of fund, grant, and restricted-funding accounting principles and practices.
- Ability to interpret and apply grant, contract, accounting, and financial compliance requirements.
- Strong analytical and critical-thinking skills, including the ability to identify unusual financial activity, evaluate underlying causes, and exercise sound accounting judgment.
- Strong understanding of integrated financial systems, accounting dimensions, system interfaces, and data flows.
- Ability to manage competing priorities, recurring deadlines, and accounting workflows in a complex, multi-funded environment.

- Ability to communicate financial and accounting information clearly to Finance, program, and organizational staff.
- Advanced proficiency with Microsoft Excel and computerized accounting systems.
- Ability to maintain confidentiality and exercise sound professional judgment**.**

Minimum Education and Experience

- Bachelor's degree in accounting, finance, or a closely related field.
- At least five years of progressively responsible accounting experience, including significant responsibility for general-ledger accounting, monthly close, account reconciliations, journal entries, accruals, financial reporting, and accounting analysis.
- Demonstrated professional experience with fund accounting, grant accounting, restricted funding, or a comparable multi-fund/multi-award accounting environment, including responsibility for accounting across multiple programs, grants, contracts, funds, or other accounting dimensions.
- Experience working with integrated accounting or ERP systems.
- Demonstrated experience independently analyzing accounting activity, investigating discrepancies and unusual financial results, and resolving accounting problems.
- Experience providing technical guidance, workflow leadership, or supervision to accounting or Finance staff.

Preferred Qualifications

- CPA, CPA candidate, CMA, relevant advanced degree, or other applicable professional credential.
- Nonprofit, governmental, workforce-development, or other complex grant-funded accounting experience.
- Experience with federal awards and Uniform Guidance.
- Experience accounting for indirect-cost and shared-cost allocations in a grant-funded environment.
- Experience with Blackbaud Financial Edge NXT or another sophisticated fund-accounting ERP.
- Experience with BILL, Expensify, Paycor, Omatic, or comparable integrated financial systems.
- Experience supporting annual financial statement audits and grant monitoring.
- Experience serving as an Accounting Manager, Assistant Controller, Controller, or comparable senior accounting role.

Performance Expectations

Successful performance in this position is characterized by reliable accounting, strong independent judgment, timely close, accurate fund and grant coding, effective problem resolution, and operational ownership.

The Controller is expected to know the accounting operation well enough to recognize when something does not make sense, investigate the issue without waiting for direction, and either resolve it or bring the Finance Director a clearly defined issue with analysis and recommended action.

The position should create sufficient operational depth that routine accounting operations continue effectively without the Finance Director's day-to-day involvement.