



Senior Resource  
ASSOCIATION

*Promoting Independence in our Community*

## **Position Opening Comptroller**

### **About the Organization**

Senior Resource Association (SRA) is a 501 (c)(3) non-profit organization that provides services to support and advocate for independence and dignity of older adults throughout Indian River County. Our organization was established in 1974 to promote an active, healthy, and independent lifestyle for older adults through a variety of client-centered programs and services. We provide nourishment, supervised socialization, transportation and information referral services for seniors and their families. Our goal is to keep seniors healthy and in their own homes for as long as safely possible. In addition, SRA is the county-designated public transit system. Our buses provide service along 15 fixed routes throughout Indian River County. Senior Resource Association is recognized as the lead agency in Indian River County for home and community-based services for seniors and adults age 18 and older that need supervised care in a safe and welcoming environment. For more details, visit [www.SeniorResourceAssociation.org](http://www.SeniorResourceAssociation.org).

### **Primary Function:**

Under the direction of the Chief Financial Officer, the Comptroller manages the accounting staff and is responsible for maintaining the integrity of the General Ledger and supporting sub ledgers.

### **Principal Responsibilities:**

*These are examples of the type of work performed. Management reserves the right to add, modify, change, or rescind work assignments as needed.*

- Manage and lead accounting team, including training, mentoring, and supervising staff
- Manage all accounting operations including GL, AP, AR, assets, grants, and payroll
- Ensure all financial reporting and grant deadlines are met
- Manage monthly close process
- Manage daily and weekly cash disbursements
- Financial reporting
- Assist with preparation and maintenance of grant budgets and annual budgets
- Make deposits, record all banking activity daily, reconcile bank statements and assist with cash flow management
- Maintain account reconciliation schedules
- Maintain grant schedules
- Cost accounting to grants
- Maintain fixed assets and GL reconciliation
- Assist with vendor contracts and request for proposals
- Maintain and disburse petty cash



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- Assist with Public Guardian Program accounting for wards
- Assist other department with financial information and unit tracking
- Assist with preparation/coordination of annual audit including single audit
- Manage preparation of quality assurance reviews
- Payroll administration from processing to taxes
- Implement and uphold internal control processes and segregation of duties
- Assist with policy and procedure updates
- Additional financial duties as necessary

### **Knowledge, Abilities and Skills:**

- Extensive knowledge of accounting principles and practices
- Standard accounting principles and procedures
- Accurate data entry, attention to detail
- Ability to create and improve financial reports, processes, and forms to produce greater efficiency
- Solid knowledge of data systems from input to query
- Can multi-task and prioritize demands to ensure work is completed in an accurate and timely manner
- Communicate effectively, both orally and in writing
- Dependability

### **Other Job Characteristics:**

- Knowledge of accounting software, GL, AP, AR, payroll, and other financial systems
- Maintain confidentiality of employee, client, and financial information
- Interact with all levels of management
- Interact with vendors and public
- Work is performed in an office environment
- Sitting, lifting, and bending
- Frequent use of computers, standard software applications, and various office equipment necessary to complete work
- Some travel between locations

This position utilizes Federal Transit Administration funds and responsible for compliance with and is subject to all guidance under 49 U.S.C. chapter 53 and all other appropriate federal law. If this Agreement contains state financial assistance funds, the Provider shall comply with Section 215.97, F.S., and Section 215.971, F.S., and expenditures must be in compliance with laws, rules, and regulations, including, but not limited to the Reference Guide for State Expenditures.



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**License / Certifications:**

**N/A**

**Education and Experience:**

- Bachelor's degree in Accounting, Finance, or related field
- 5 years of accounting and management experience
- Knowledge of Financial Edge a plus

ADA/EOE/DFWP