



## SEMINOLE BOOSTERS

Employer: Seminole Boosters, Inc.  
Salary: Comparable with experience and credentials  
Location: Tallahassee, FL  
Reports To: Chief Financial Officer

### **THE POSITION**

The Controller will assist in many aspects of the accounting and financial functions for the Seminole Boosters. The position is responsible for monthly and fiscal year-end closing of the accounting records, money management, record keeping of the Organization's property holdings, assisting in the reporting and monitoring of the financial status, and various other accounting functions. The Controller will be a key member of the Accounting Department and will assist in the department's day-to-day operations. The Controller may also assist in preparing budgets, forecasts, and various Committee and Board of Directors materials.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **ACCOUNTING AND FINANCE**

- Follow established accounting policies and procedures.
- Close out the monthly financial statements in a timely manner, including any necessary journal entries.
- Prepare monthly restricted account and Varsity Club statements in a timely manner.
- Review and approve weekly accounts payable and submit positive pay file to bank.
- Oversight of the monthly bank reconciliation process, including working with and guiding staff to the completion of monthly bank reconciliations. This includes completing the documents required for EFT and Stock Transactions and all bank adjustments required for the proper completion of bank reconciliations.
- Assist with reporting and monitoring the organization's financial status. Help ensure timely, accurate, and useful financial and management reporting to the Boosters' Executive Leader and the Board of Directors.
- Assist with the preparation of the annual endowment reports.
- Assist with the preparation and supporting documentation for financial statement audits and timely filing of tax returns.
- Assist with the day-to-day operations of the Accounting Department.
- Assist as needed with preparing budgets, forecasts, and various Committee and Board of Directors materials.
- Completing other duties as assigned.

## **EXPERIENCE AND QUALIFICATIONS**

The Controller must be proactive and detail-oriented, capable of monitoring the financial system and ensuring controls processes are being followed. Additionally, they should suggest any necessary changes to upgrade systems, policies and procedures. The successful candidate must be a self-starter with the ability, drive, and discipline to achieve objectives and bring projects to closure.

The successful candidate will have a reputation for integrity, maturity, and sound business judgment; possess well-developed written and oral communication skills; and be an individual contributor, as well as a team player. Additionally, this individual must possess the initiative and creativity to assist with planning, organizing, controlling and safeguarding the organization's financial assets.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor's Degree in Accounting and/or Finance.

Two or more (2+) years in positions involving financial operations demonstrating the achievement and execution of these duties or comparable experience in public accounting involving the non-profit industry and 501(c)(3) entities.

Certifications, Licenses, Registrations: Certified Public Accountant (CPA) a plus.

## **OTHER SKILLS AND QUALIFICATIONS**

- Strong GAAP accounting, accounts payable, accounts receivable, financial analysis and MIS background required. Knowledge of Governmental Accounting Standards is preferred.
- Computer, Technology and IT System's Skills: Strong technology skills including expertise in MS Excel, database applications and Enterprise Resource Planning Systems (ERPS).
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems and facsimile machines.
- Credibility, full disclosure and clean financial history (background and credit checks will be run).
- Team player with a focus on the Organization's results.
- Ability to communicate and interact at all levels (upper level management and staff).
- Able to handle multiple tasks and maintain control.
- Exceptional work ethic.