POSITION DESCRIPTION

Position Title: Financial Controller
Status: Full-time (40 hours)
Team: Administrative
Date: 6/1/2024

Position Summary:

The Financial Controller is responsible for the daily financial operations of the organization. The Financial Controller works closely with the President & Chief Executive Officer (P&CEO), the Certified Public Accountant, and the Vice President of Operations to administer the financial policies developed in concert with the Board of Directors and the P&CEO to ensure the sound financial position of the association.

Essential Functions:

- Manage the accounting and reporting functions for the association including, but not limited to:
  - Effectively administer accounts payable and accounts receivable.
  - Execute annual dues billing duties from delivery to final reconciliation.
  - Remit new member dues to state and national associations.
  - Complete required reporting in a timely fashion.
  - Maintain accurate general ledger records.
  - Prepare monthly reports as required by financial policies and procedures.
  - Maintain required information for RPAC investments, prepare reports and checks for state and national associations, and submit required information to appropriate entities in a timely fashion.
  - Serve as liaison with property manager of investment property to ensure accurate reporting and sound management.
- Maintain appropriate inventory of supplies to ensure proper operations and efficiency for the office.

- Ensure adherence to the financial solvency compliance criteria of NAR's Core Standards within the financial policies and recommend amendments when needed.
- Serve as liaison to the Financial Audit and Financial Investment Committees and any other work groups relating to the financial objectives of the association.
- Ensure completion of the specified goals of the strategic plan within areas of assigned responsibility.
- Provide quality customer service to members at levels above industry standards on a consistent basis.
- Responsible for both internal and external relations with all members and industry contacts.

**Competencies**

- Customer Service – Responds promptly to customer needs; Manages difficult or emotional customer situations; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Adaptability – Adapts to and embraces change in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to manage frequent change, delays, or unexpected events.
- Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Collaboration – Demonstrates ability to work in a team environment; Asks for and offers help when needed; Applies flexibility to meet the needs of co-workers.
- Confidentiality – Demonstrates trustworthiness and a commitment to refrain from discussing issues confidential in nature; Inspires the trust of others.
Qualifications

- **Education/Experience** – bachelor’s degree in finance with 3 to 5 years recent business experience relating to accounting.
- **Accounting Acumen** – Must have knowledge of Generally Accepted Accounting Principles (GAAP).
- **Computer Skills** – Must possess knowledge of modern technology to include proficiency in accounting software, Microsoft Office 365, and the membership database management.

*With a membership of over 9,500 members, the organization is the largest local REALTOR® Association in the Commonwealth and provides the highest level of service and products to real estate professionals in Delaware, Chester, and Montgomery counties.*