

## **RMM Controller Job Description**

Rural & Migrant Ministry, Inc. is a non-denominational, non-sectarian tax-exempt charitable organization under IRS Code 501[c][3].

In accordance with Rural & Migrant Ministry, Inc.'s Vision and Mission Statements, RMM must ensure the good and safe stewardship of the funds which have been entrusted to it. Our Financial and Control Policy is designed and implemented to ensure an accurate, reliable and verifiable system of checks and balances.

The purpose of financial management in the operation of all RMM activities is to fulfill the organization's Mission in the most effective and efficient manner and to remain accountable to RMM's stakeholders, including clients, partners, funders, employees, the greater community, and regulatory agencies.

In order to accomplish this, RMM commits to provide accurate and complete financial data for internal and external use by the Executive Director, Managing Director, Board of Directors, Grantors and External Auditors.

The Controller is responsible for auditing the Income and Expenses of the programs and events for which RMM receives funding, while supervising the Assistant Bookkeeper.

The Controller accounts for the finances of RMM, as well as the individual programs in its 3 major Program areas which include: Accompaniment, Youth Empowerment and Education. Each Program area, as well as the approximately 3 to 4 Programs which fall under its umbrella requires its own financial reconciliation.

The Controller has the responsibility of producing and submitting all critical financial reports, for eg. Profit and Loss Statements, Balance Sheets, Financial Projections, Interim Budgets, Grant Expenditure Reports, Annual Budgets and all Financial requirements and reports for Federal, State and County Regulatory and Dept. of Labor agencies.

The Controller needs to possess a good grasp of financial reporting, a high-level of mathematical and problem solving skills and, because they need to submit and often explain complex financial concepts to executives and people without a financial background, superior communication skills.

The Controller must have:

1. Extensive experience in Non-profit 501[c][3] Accounting
2. A Bachelor's Degree in Accounting, Finance, or Business, and at least five to 7 years of progressive accounting experience.
3. A Master's Degree and previous supervisory experience is preferred.
4. Extensive experience in Quickbooks, Excel, Adobe
5. Some experience with ETapestry or similar Non-profit Database Management Systems.
6. A valid NYS Driver's license.

Duties include but are not limited to:

Weekly:

1. Regularly check Incoming basket for new financial requests
2. File all paid bills and any other items that require filing
3. Code and enter all bills into Quickbooks then place them in the Bills to be Paid file.
4. Account for accuracy and verify that the business of RMM is being transacted in compliance with RMM policy, local, County, State and Federal laws.
5. Ensures proper documentation and receipts are in order for all functions
6. Educate employees on proper procedure when necessary
7. Enter all Deposits that go into Operational banking accounts
8. Process Credit Card and Paypal Donations
9. Reconcile Account coding and make corrections if necessary

Bi-Weekly:

1. Print all Timesheets from emails and enter the ones with paychecks due into Quickbooks.
2. Send emails to employees that have not submitted Timesheets
3. File all Timesheets that do not need to be entered, nor have paychecks due.
4. Process all Direct Deposit paychecks and paychecks that need to be printed
5. Prepare all paychecks for signing and print paycheck stubs for distribution to all employees who have direct deposits, with a copy also for filing.

6. Enter Deposits that go through Online Income Account. All Paypal deposits and credit card machine deposits need to be entered into this account.
7. Ensure Payroll taxes and liabilities are correctly calculated and paid in a timely fashion
8. Ensure all Policies and procedures are in compliance with professional standards, County, State and Federal regulatory requirements.
9. Establish and maintain internal controls to support the financial infrastructure.
10. Ensure Petty Cash for each program remains at established amounts via Reimbursements, reconciling receipts, and processing payments
11. Ensure Pension contributions are calculated correctly, paid and up to date

Monthly:

1. Examine financial records to determine profit and loss of each event and/or program as requested.
2. Perform research and information gathering as requested to determine best financial options, do fieldwork, develop audit findings and prepare a final report.
3. Present financial reporting and potential risk areas to senior management
4. Reconcile all bank accounts.
5. Prepare Budget analysis, Profit and Loss, and other financial statements for all Council meetings
6. Record into Quickbooks all transactions made through Key Bank for the Bags for Justice Cooperative.
7. Separate, code, and reconcile all Sunoco gas receipts, enter them into Quickbooks, and contact employees for missing receipts, if necessary.
8. Run Monthly credit card report
9. Process and reimburse Employee Mileage and Expenditure Requests
10. Reconciliation of accounts allocation and amounts with Etapestry
11. Check-ins with the Executive Director and/or Managing Director

Bi-annually:

1. Prepare Budget analysis, Profit and Loss Statement, and other documentation as requested for the Semi-annual Board of Director's Meetings
2. Prepare Bi-annual Donor reports and year-to-date updates by June and December each year

### 3. Manage Gas cards (removal and addition of Staff and Interns)

Annually:

1. Coordinate, Assist with and Prepare the Annual Budget
2. Review of expenditures, revenues, internal controls, reimbursement and accounting procedures, petty cash, payroll and inventory
3. Ensure the organization secures an annual Audit from an outside entity, and provide all necessary documentation and requirements of that entity
4. Ensure State and Federal Labor posters are up to date and posted
5. Make copies of all documents and deliver to the accountant as needed to complete Annual 990 form and Financial Audit
6. Create new file folders and set up filing cabinet for incoming year
7. Make sure all Employee forms, (I-9s, W-4s, etc.) are complete and in compliance with Labor law
8. Reconcile the Payroll, create W-2s for distribution, complete and submit all required County, State and Federal Tax and Labor Reports.

Other:

1. Obtain all required Employee verification forms for all new employees
2. Completion and submittal of all Workers Compensation Reports
3. Completion and submittal of all Unemployment Reports
4. Ensure compliance with all Wage withholding orders

Send Cover letter and Resume to:

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