

## **JOB DESCRIPTION**

JOB TITLE: Comptroller

### **JOB SUMMARY**

Responsible for the accurate and timely preparation of financial statements, annual budgets, oversee the annual audit performed by outside CPA firm, accounts payable, accounts receivable, collections and invoicing. Implement the Finance Committee/Board of Directors investment policies. Direct the Manager, Information Systems in the development and operation of association technology (hardware & software).

### **EDUCATION /KNOWLEDGE**

College degree in accounting/finance, CPA preferred. 3 to 5 years experience.

### **SUPERVISION RECEIVED**

Under administrative direction. Establish own standards within overall policy or budgetary limits and with direct accountability for final results.