



JOB TITLE: CONTROLLER
DEPARTMENT: FINANCE
REPORT TO: CHIEF OPERATING OFFICER
WAGE CATEGORY: EXEMPT

Working under the direction of the Chief Operating Officer, this role will proactively drive the Vegas Chamber's organizational financial objectives. This individual will be attentive to details and ensure accuracy across all financial platforms. Expected to communicate effectively as a liaison between departments and external vendors. Expected to problem-solve, assisting the Chief Operating Officer in developing new reporting tools and software selection to drive results and deliver on requests in a timely and efficient manner with professionalism.

JOB STATEMENT

- Provides financial projections, coordinates budget/forecast preparation, collects, analyzes, and streamlines financial information for use by Management, and advises Chamber staff on the collection and analysis of data
- Supports organization financial objectives by providing financial analyses and recommendations
- Develops accounting organizational strategies by contributing accounting and financial information, analysis, and recommendations for strategic thinking and direction, and establishing functional objectives in line with organizational objectives
- Streamline systems and processes and initiate corrective actions when necessary
- Direct the day-to-day actions of the Finance department
- With the COO, assists in:
 - Enforcing the correct accounting policies, methods, and principles
 - Completing annual audits to ensure accuracy
 - Meeting financial objectives through collaboration and delegation
 - Producing financial statements by monitoring and evaluating accounting data
 - Creating and sustaining fiscal records and other files to accurately document transactions

JOB SPECIFICATIONS

- Bachelor's Degree in Accounting, Finance, or related field
- Proven knowledge of accounting regulations, practices, and standards
- 3-5 years of prior experience as an Accounting Manager
- CPA preferred
- Innovative computer skills on MS Office, accounting systems and other/member databases and software
- Ability to work with large amounts of complex data utilizing a variety of data management tools
- Attention to detail, organization, and accuracy
- Strong management, communications, leadership, and interpersonal skills
- Good organizational capabilities: ability to handle multiple projects simultaneously
- Self-starter, multifaceted and highly organized individual with ability to work flexible hours

- Ability to work independently and handle stressful situations while maintaining a positive attitude
- High adaptability and fluidity due to changing needs in project management and workload
- Ability to meet deadlines and work under pressure with limited supervision
- Excellent customer service skills and ability to work positively and productively with team members, Chamber members, and vendors
- Proven ability to exercise sound judgment
- Must have a valid driver's license and full-time use of a vehicle
- Must be able to lift at least 35 pounds
- Other duties as assigned