

**Division:** DIV ADMINISTRATION  
**Department:** FAPOOL F & A Pool  
**Location:** Tallahassee  
**Class Code:** 007  
**Class Title:** Director, Finance & Accounting  
**Last Updated:** 09-Feb-2018 03:31 PM

**Position #:** 1137  
**FLSA:** Exempt from Overtime Pay  
**EEO Code:** 1.2  
**Pay Grade:** 115  
**FTE:** 1.0  
**Reports to Position #:** 1130

## Position Description

**POSITION TITLE:** Controller

**REPORTS TO:** DDA - Chief Financial Officer

**SUPERVISES THE FOLLOWING POSITIONS:** 1 -Accountant 1; 2 – Accountant 2, Accounting Manager, Membership Records Manager; Financial Specialist

**SUMMARY FUNCTION:** Directs the day-to-day financial activities of TFB and related entities, which includes Financial Reporting, Audits & Tax Reporting, General Accounting (Payables, Cash Receipts and Receivables) and Membership Records of The Florida Bar.

% of Time	Essential Duties and Responsibilities
35	Manages all Bar wide accounts, ledgers, and reporting systems for the Finance and Accounting department and Membership Records unit ensuring compliance with appropriate generally accepted accounting principles and regulatory requirements. Establishes and maintains appropriate internal controls needed to support all accounting related processes. Directs the generation of appropriate and timely financial reports for external and internal uses. Monitors and develops the various department teams, manages work allocation, training, problem resolution, performance evaluations, and building an effective team. Partners with Chief Information Officer to maintain the various web-based financial systems.
25	Staffs the Audit and Investment Committees, which includes working with the Chairs to establish agenda, coordinate the distribution of information and monitor the follow-up an implementation of approved activities. Oversee all financial audit processes and monitors all activities performed by external auditors. Reports and tracks resolution of all findings from audit activities to the audit committee. Monitors and manages cash flow needs.
10	Under the direction of the DDA/CFO assists with the development and monitoring of The Florida Bar's budget(s). Analyzes spending trends and makes budget recommendations to the DDA/CFO for various office operations (overhead) related line items such as.
10	Directs the operations of the Membership Records department, recommends changes in policies and procedures, ensures timely preparation of annual fee statements (invoices) and processing of revenues received in accordance with established policies and procedures.
10	Works closely with the DDA/CFO to develop and implement financial plans and strategies and to recommend changes in financial policies and procedures. Guides and assists various stakeholders throughout the organization, in evaluating strategies, analyzing fiscal impacts and developing sound plans.
5	Maintains financial records for all employee benefits plans. Works with the Retirement Committee and HR Director to administer the plans and interpret plan document. Provides technical/financial assistance to HR regarding employee questions about the plans. Analyzes fiscal effects of changing regulations on fringe benefit plans.
5	Other duties and projects as assigned.

<b>% of Time</b>	<b>Essential Duties and Responsibilities</b>

**Non-Essential Duties and Responsibilities:**

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:**

**Knowledge of:**

- Accounting and auditing principles and procedures (GAAP)
- Financial Reporting Practices
- Budgeting processes (preparation & monitoring)
- Sound fiscal practices and internal controls
- Management principles and practices
- Professional office procedures and practices
- Supervisory principles and techniques

**Skilled in:**

- MS Office 365 tools such as Word, Excel, PowerPoint, SharePoint, OneNote and Teams
- Basic knowledge of Adobe Acrobat
- Usage of Integrated Accounting Systems (preferably Microsoft Dynamics GP)
- On-Line banking practices
- Budget preparation and best practices
- Fiscal and financial reporting
- Accounting and general bookkeeping practices

**Ability to:**

- Supervise employees and support a productive team environment
- Interpret policies, procedures and accounting regulations
- Think logically and effectively problem solve
- Organize and prioritize work and multi-task
- Communicate effectively and professionally, both verbal and written
- Demonstrate initiative in group projects and individual settings
- Consistently provide an excellent customer service oriented attitude
- Manage and maintain a high level of confidentiality and discretion
- Effectively perform short and long-term planning
- Occasional travel

**MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**

**Required Minimum Education:**

Bachelor's Degree in Accounting, Finance or Business Administration (proof required at interview).

**Required Minimum Professional Work Experience:**

Five (5) years of accounting experience. Two (2) years of supervisory experience.

**Required Licensure Certification(s):**

Active Certified Public Accountant license, Inactive CPA with willingness to reactive or CPA eligible with willingness to sit for CPA exam.

**Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):**

- Position may require a flexible schedule at certain time of the year.
- Ability to sit for long periods, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift up to ten (10) pounds.
- Ability to work extended hours when required.
- Ability to travel for meetings that require overnight stays.
- Requires proficient use of various forms of technology.

**Additional Information:**

*This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.*