



**Job Title:** Comptroller

**Department:** Finance

**Reports to:** Chief Executive Officer (CEO)

**Job Summary:**

The Comptroller is a senior-level finance professional responsible for overseeing and managing EJ Water Cooperative's financial operations. This role entails ensuring the accuracy and integrity of financial records, analyzing financial data, providing strategic financial guidance, and ensuring compliance with regulatory requirements. The Comptroller plays a critical role in financial planning, budgeting, forecasting, and decision-making processes within the organization.

**Responsibilities:**

**Financial Management:**

- Develop and implement financial policies, procedures, and internal controls to safeguard company assets and ensure compliance with laws and regulations.
- Oversee the day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, and payroll.
- Manage the month-end and year-end closing processes, including the preparation of financial statements and reports.
- Monitor cash flow, manage working capital, and make recommendations to optimize financial resources.

**Financial Reporting and Analysis:**

- Prepare and present accurate and timely financial reports, including income statements, balance sheets, cash flow statements, and variance analyses.
- Analyze financial data, identify trends, and provide insights to senior management for strategic decision-making.
- Ensure compliance with accounting standards and regulatory requirements (e.g., GAAP, IFRS) in all financial reporting.

**Budgeting and Forecasting:**

- Lead the budgeting and forecasting processes, working closely with department heads to develop realistic financial plans aligned with organizational goals.
- Monitor actual financial performance against budgeted targets and provide variance analysis reports.
- Make recommendations for cost control measures and efficiency improvements based on budget analysis.

**Audit and Compliance:**

- Coordinate and manage external audits, ensuring compliance with audit requirements and timely resolution of any identified issues.
- Stay up to date with changes in financial regulations and ensure the organization's compliance with relevant laws and regulations.
- Collaborate with internal stakeholders to implement and monitor internal audit processes.

**Strategic Financial Planning:**

- Provide financial insights and guidance to support strategic planning initiatives, new business ventures, and investment decisions.
- Conduct financial feasibility studies and cost-benefit analyses for potential projects.
- Assess financial risks and develop risk mitigation strategies.

**Qualifications:**

- Bachelor's degree in Finance, Accounting, or a related field. A Master's degree or CPA (Certified Public Accountant) qualification is preferred.
- Proven experience (7+ years) in financial management and accounting roles, preferably in a senior or managerial position.
- Strong knowledge of accounting principles, financial analysis techniques, and reporting standards (e.g., GAAP, IFRS).
- Proficiency in financial software (Quick Books) and ERP systems.
- Excellent analytical, problem-solving, and decision-making skills.
- Exceptional attention to detail and accuracy.
- Strong leadership and team management abilities.
- Strong communication and interpersonal skills.
- Strong stress management skills

**Organizational Expectations:**

- Teamwork - By this we mean we are Water Warriors working on a common solution and supporting one another through the good and bad.
- Integrity - By this we mean being accountable, genuine, and ethical while working towards our vision.
- Innovation- By this we mean discovering and introducing new ideas to inspire growth.
- Respect - By this we mean a safe environment that encourages open minds and open hearts to promote healthy organization culture.
- Growth - By this we mean developing our Cooperative's ability to satisfy needs.
  - Growth-orientated entrepreneurship - Seeks to create and scale up businesses that will drive productivity growth, create new employment, increase innovation, promote local, regional, and national business, and achieve sustainable economic growth.
  - Focus on results, manage risk, recognize, and exploit patterns, have enthusiasm, energy, and generosity, and finally be humble, hungry, and agile.
- Safety - By this we mean we are uncompromising in our commitment to the health and safety of our employees, subcontractors, members, and community.
- Professionalism - By this we mean we readily manage conflicts directly and with compassion.
- Accountability - By this we mean we are accountable for our actions and always make it right.
- Clarity - By this we mean we are always fair, consistent, and transparent in all of our work.
- Fun/Celebrate - By this we mean we participate in creative open discussion and celebrate our successes.
- Lifelong Learner – By this we mean a self-initiated education that is focused on personal and professional development spanning across your lifetime.