



## POSITION DESCRIPTION

*Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at two locations in the Twin Cities.*

**TITLE:** Controller

**REPORTS TO:** Sr. Director of Finance and Administration

**DIRECT REPORTS:** Accounting Specialist

**LOCATION:** Tech Dump HQ, 860 Vandalia Street, Saint Paul, MN 55114

### **SUMMARY:**

This position is responsible for overseeing all accounting functions for Tech Dump and Tech Discounts. The Controller works with leadership and staff to ensure sound fiscal controls and operations for organizational success. Scope includes financial reporting, budget administration, A/P and A/R activities, reporting and reconciliation, and staff supervision. This position would be ideal for an experienced accountant looking to move into more of a leadership role.

### **ESSENTIAL ACCOUNTABILITIES:**

#### Financial Management & Reporting, Audit and Analysis: 70% of time

- Develops and administers policies and procedures for internal controls and compliance, and for effective financial operations. Develops and uses systems for maintaining financial records, ensuring effective use of technology and security.
- Responsibility includes the preparation, review and approval of monthly, quarterly, and annual financial reporting materials and metrics.
- Assists with budget preparation and tracking.
- Ensures accurate and timely regulatory reporting to both governmental and financial entities.
- Assists with the preparation of key financial data in support of goals, KPIs, and action plans.
- Partners with and coaches managers and staff on good financial management.
- Coordinates internal and external audits of organizational financial activities and prepares schedules.
- Responsible for analyzing and reconciling data according to standard accounting practices.
- Oversee payroll accounting and related controls: work in accordance with the Human Resources Department.
- Oversee cash management process including monitoring cash position, banking activity, debt management and reconciliations.

#### Accounts Payable and Accounts Receivable: 15% of time

- Directs the work of staff responsible for coordination of accounts payable and receivable activities; ensures the accuracy of the entire process for vendor payment, tracking and paying invoices and reimbursements, completing journal entries, and resolving variances.
- Works with Accounting Specialist to ensure timely and accurate invoicing of customers
- Ensures company policies and procedures are being followed.

#### Staff Supervision: 15% of time

- Supervises Accounting Specialist. Responsible for the selection and performance management of staff, providing work direction, performance feedback, coaching, and development opportunities.



#### **OUTCOMES OF THIS POSITION:**

- An accounting department that runs smoothly and efficiently
- Accurate and timely financials
- An organization that is up to date and compliant with all reporting requirements
- Policies and procedures that help ensure the stewardship of Tech Dump resources
- Advances our diversity, equity, and inclusion efforts

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

- Minimum 3 years of accounting experience, including activities such as budgeting, A/P, A/R, payroll, reconciliation, audit, analysis, and financial reporting.
- Minimum one year experience supervising staff, including activities such as hiring, providing work direction, and reviewing performance.
- Demonstrated process and procedure-oriented with excellent organizational skills and attention to detail.
- Ability to effectively communicate and work collaboratively with employees, customers and vendors. Demonstrated ability to handle confidential information with discretion.
- Dedicated to process and continuous improvement.
- Tech Dump is dedicated to providing opportunities to individuals with the lived experience of incarceration or those in recovery.
- Support of and ability to reflect the values of Tech Dump: Empathy, Commitment, Stewardship, a Growth Mindset, Safety, Interconnectedness, and Hope.

#### **Additional Position Information:**

- *Pay Range:* \$65,000 - \$75,000/annual
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Benefits:* Medical, Dental, Vision, HSA, Long-term & Short-term Disability plan, 403b retirement plan, 2 weeks of PTO, full 40-hour workweeks, paid holidays, and company apparel!
- *Classification:* Exempt, according to FLSA guidelines.
- *Physical Requirements:* The office environment includes regular standing, walking and sitting at a desk, use of a PC, occasional of approximately 10#.
- *Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m. Some flexibility is available. This position would qualify for a regular remote work schedule.
- *Other:* This position may include occasional travel within the Twin Cities metro area for meetings at several locations. Occasional evening or weekend availability may be necessary.

*This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.*

*Tech Dump is an equal opportunity employer.*

Updated on 4/12/2022