



## Florida Keys SPCA Controller

Reports To: Executive Director  
Status: Full-time, Permanent, Exempt  
Qualifications: Four-year or advanced college degree

### OVERVIEW:

The Controller is responsible for providing support to the Executive Director in the preparation of reports, HR duties, financial/accounting duties, programmatic areas such as Animal Control and Licensing, supervision of Front Office Customer Care Associate and general administrative and office duties. The Controller also provides administrative support to other departments through the Executive Director and is the designated Notary and Records Custodian.

### JOB RESPONSIBILITIES:

1. Prepare all assigned reports and documents including, but not limited to:
  - a. Monthly shelter and county reports by working with:
    1. Front Office Customer Care Associate to obtain monthly animal statistic data, daily cash reconciliation, and licensing
    2. Lead ACO to obtain monthly animal control data
    3. Shelter Animals Count monthly data entry
    4. Respond to and prepare all requests for public records
    5. New employee orientation and onboarding-Personnel packets
    6. Employee insurance enrollments
2. Responsible for shelter Financial and HR duties (either directly or via supervision of) including but not limited to:
  - a. Month end closing, general ledger reconciliations and monthly financial statement preparation with analysis
  - b. Year end closing and preparation of annual audit schedules and reconciliations
  - c. Assist with annual budget, and special projects.
  - d. Approve, code, and enter vendor invoices for payment
  - e. Prepare weekly check run for signatures and monthly EFT payments as appropriate
  - f. Code and enter all deposits/receipts; prepare bank deposits
  - g. Prepare monthly bank reconciliations

- h. Prepare monthly sales tax return
  - i. Prepare monthly billing to County for contract expense reimbursements and track subsequent payments for timely follow up on any disallowed items
  - j. Process biweekly payroll – input data into 3<sup>rd</sup> party processing software; audit preview for accuracy before final processing
  - k. Record payroll expense via Journal entry
  - l. Maintain business insurance spreadsheet for prepaid insurance – work with Executive Director to ensure renewals are done timely
  - m. Conduct new employee orientation and onboarding; prepare personnel packets
  - n. Enter employee insurance and retirement enrollments
  - o. Ensure payroll withholdings and vendor invoices for employee benefits are accurate
  - p. Maintain orderly accounting filing system
  - q. Comply with local, state, and federal government reporting requirements
  - r. Prepare year end Form 1099-Misc
  - s. Track, maintain and secure all insurance policies for the organization to ensure we are in compliance with animal control contracts, have appropriate coverages and up to date as well as ensuring best cost for each policy.
3. Ensure that required knowledge is met and maintained:
- a. Develop a basic working knowledge of:
    - 1. Departmental SOPs
    - 2. Animal database software (PetPoint)
    - 3. Donor database software (DonorPerfect)
    - 4. Species identification of domestic animals that could be seen at the Shelter
    - 5. Breed identification of all commonly seen dog breeds, as well as commonly seen cat breeds
    - 6. Descriptive identification used by the FKSPCA, including but not limited to color identification of cats and dogs
  - b. Attend training and/or read animal-related and other literature to develop and ensure a current and relevant working knowledge of the items listed above
4. Provide supervision and support to the FKSPCA's team effort including, but not limited to:
- a. Keeping the administrative office area neat and clean
  - b. Participating in reception desk coverage
  - c. Assisting other departments with typing and copying as requested by the Executive Director
  - d. Web page maintenance, updating adoption photos, adoption stories, job postings, etc.
  - e. Assisting at FKSPCA Special Events as requested
  - f. Communicating regularly with department supervisors to ensure that they are aware of any issues pertinent to their areas of responsibility
  - g. Participating in staff meetings to share ideas and suggestions for

improving this organization as a whole and for improving the quality of animal care

5. Perform other duties as required/requested to insure a positive public image, the well being of animals, and to improve the functioning of this organization

**STAFF SUPERVISION:**

1. Recruits, hires and supervises the front office Administrative Assistants.
2. Recruits, with the Volunteer Coordinator, and supervises office volunteers.
3. Represents the FKSPCA in a professional and courteous manner at all times.
4. Provides quality service to customers, volunteers, and staff.
5. Actively promotes FKSPCA programs and services.

**REQUIRED SKILLS AND QUALIFICATIONS:**

1. College Degree with Accounting major preferred
2. Proven ability to prepare clear, concise, and comprehensive written reports
3. 2+ years recent full cycle Accounting experience including financial statement preparation, monthly and annual general ledger closing and reconciliations, payroll, cash receipts, Accounts Payable, payroll, audit schedules and budgeting.
4. Proven ability to handle multiple tasks in a busy workplace environment
5. Ability to effectively use word processing and spreadsheet software programs
6. Ability to work independently and follow through on assignments
7. Ability to fulfill the FKSPCA's mandatory requirements for:
  - a. Oral Communication Skills
  - b. Written Communication Skills
  - c. Interpersonal Skills
  - d. Administrative Skills
  - e. Humane ethics and treatment of animals
8. Attention to detail and accuracy
9. Previous experience with QuickBooks accounting software
10. Previous payroll processing experience
11. Previous supervisory experience

**TIME AND LOCATION OF WORK:**

- a. Hours: Generally, the hours worked are Monday through Friday. Saturday, Sunday and evening work may occasionally be required, and assistance at some events will be expected.
- b. Site: The work of the Administrative Manager is primarily on-site. Off-site tasks may be required.