

**NJ HEALTH CARE FACILITIES
FINANCING AUTHORITY**

JOB DESCRIPTION

**CONTROLLER
DIVISION OF OPERATIONS, FINANCE & SPECIAL PROJECTS**

DEFINITION:

Under the direction of the Director of Operations, Finance & Special Projects the Controller is responsible for maintaining the general operating, trustee and, mortgage servicing accounts of the Authority; prepares and administers the Authority's annual budget; assists the audit committee in the design of the audit RFP when necessary, prepares the necessary schedules for the annual audit; is responsible for all accounts receivable and payable, causes all Authority funds to be fully invested; and performs other special assignments, as requested. The Controller is also responsible for supervising the Accountant.

EXAMPLES OF WORK:

- Maintain accounting and related records and files;
- Prepare quarterly unaudited financial statements and reports related to the Authority's operating account;
- Offer recommendations to enhance accounting and other operational procedures;
- Maintain and verify trial balances of operating and mortgage servicing accounts;
- Close all operating and mortgage servicing accounts at the end of the fiscal year and develop schedules and reports; prepare all required schedules, confirmations and reports in connection with the annual audit;
- Prepare all required schedules and reports with respect to the annual budget; prepare and present budget amendments to the Authority Board Members;
- Prepare and distribute monthly budget reports;
- Record all revenues and expenses of the operating fund; post assets, liabilities, and expense accounts to the general ledger;
- Prepare quarterly listing of all Authority bond/note/lease issues outstanding, including principal amount retired and outstanding;
- Oversee maintenance of the Authority's various checking and money management accounts, and cause all funds to be fully invested; prepare monthly reports of revenues, expenses and fund balances; review invoices and prepare all checks for payment of Authority expenditures;
- Prepare and submit, either to the Executive Director and/or to members of the Authority for review and/or approval, monthly operating expenses and related reports, including Cash Flow Statement; Expenses Other Than Payroll Items (trustee fees, mortgage servicing fees); Quarterly Cash Budget Report;
- Prepare financial reports, forecasts and projections as requested by the Division Director and/or Executive Director;
- Prepare quarterly reports of the Authority's utilization of Small Business Owned Enterprise and Women and Minority Owned Enterprise;

- Participate in administering the Authority's FHA-Insured Mortgage Servicing Program; review invoices, generate payments, and invest all escrow funds;
- Provide assistance and lend direction as required to Division personnel on accounting-related operational issues;
- Coordinate required actuarial studies for Post-Retirement Benefits Trust;
- Prepare 1099 tax forms when necessary;
- Prepare quarterly billings to respective State entities for the reimbursement of professional services;
- Communicate with broker and monitor all Authority insurance coverages, including directors and officers liability, vehicle, and general liability; present policies to the Authority Board Members when necessary;
- Coordinate contract bidding for general purchases and/or special professional services; prepare and generate Requests for Proposal (RFP's) for financial printing services, integration systems, and accounting systems; evaluate responses to RFP's and offer recommendations;
- Review and audit all invoices submitted for legal services rendered; ensure compliance with previously approved fee schedules; maintain records detailing legal charges and expenses;
- Complete special research projects and analyses as requested; generate related reports and, when required, present results to members of the Authority;
- Coordinate the purchase and sale of Authority vehicles.

KNOWLEDGE & SKILLS:

- Must have knowledge of the Generally Accepted Accounting Principles (GAAP);
- Preferred knowledge of Governmental Accounting Standards Board (GASB);
- The ability to communicate effectively, both orally and in writing, with associates and client borrowers;
- Comprehensive knowledge of general or special accounting principles, policies and procedures and the ability to execute related (computer) applications;
- Ability to interpret both financial and operational data and to develop formats for recording and maintaining such information;
- Ability to perform involved mathematical computations and compilations accurately and with reasonable speed, and to use the more common office calculating equipment, including computerized accounting applications;
- Ability to use various business applications commonly used in accounting, including computer applications such as Microsoft Office with emphasis on Excel, Access, and Outlook;
- Ability to interact with and provide guidance to other divisional staff and associates with respect to maintaining financial records;
- Valid Driver's License.

EDUCATION/EXPERIENCE:

Graduation from an accredited college with a Bachelors Degree in Accounting or related studies.

- A minimum of four years accounting experience or equivalent study;
- Preferred: Certified Public Accountant (CPA) license in good standing.

****This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.****