

**D R A F T**  
**American Bus Association**  
**Job Description**

<b>Job Title</b>	<b>Controller</b>
<b>Reports To</b>	<b>President and CEO</b>
<b>FLSA Status</b>	<b>Exempt</b>
<b>Date</b>	<b>August 2005</b>

**Job Summary**

The Controller is responsible for all aspects of finance, which include, budgeting, financial reporting, investments review, cash management and the audit process.

**Job Responsibilities**

**To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.**

- Responsible for financial accounting for both ABA and the ABA Foundation, which includes implementation and maintenance of internal controls, verification of investment transactions, and preparation of monthly financial statements.
- Coordinate the preparation of ABA's annual budget
- Maintain financial records for the organization
- Provide fiscal reports and analytical support to the President and Treasure as well as the Board of Directors. Provide information and analysis to internal users as well.
- Coordinate the annual audit with independent certified public accountants and assist auditors in conduct of audit.
- Staff liaison to the Finance and Audit Committees
- Cash management
- Supervision of Staff Accountant/Office Assistant and Receptionist

**Supervision Received**

President and CEO

**Working Relationships**

The Controller supervises the Staff Accountant/Office Assistant and Receptionist. The Controller interacts with all employees in all departments. External contact includes the Board Treasurer and external auditors.

**Minimum Qualifications**

**To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.**

**Education/Experience**

1. Bachelor’s degree in Accounting or equivalent experience; CPA essential.
2. Five years or more years of relevant experience including financial accounting controls, processes and procedures, preferably in a non-profit environment.
3. Experience with computerized accounting systems.

**Knowledge, Skills and Abilities**

1. Strong knowledge of accounting, investment and spreadsheet applications.
2. Excellent oral and written communication skills.
3. Proven interpersonal skills; ability to work well within a team environment and under deadlines.
4. Ability to define problems, collect data, establish facts and draw a valid conclusion.

**Working Environment**

General office. Travel requires 1 – 2 times per year.

**This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The American Bus Association has the right to revise this job description at any time. The American Bus Association is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and the American Bus Association.**

<b>Employee’s Signature</b>	<b>Date:</b>
<b>Manager’s Signature</b>	<b>Date:</b>