

Title: Financial Comptroller
Department: Administrative

Position Summary

This position plays a key role in supporting the Authority's daily financial, administrative, payroll, and human resources operations. Responsibilities include managing accounts payable and receivable, payroll processing, bank reconciliations, employee benefits administration, maintaining internal controls, supporting audits, assisting with budgets and grants, and providing general administrative support to ensure efficient office operations.

The ideal candidate is organized, detail-oriented, and dependable, with the ability to manage multiple priorities in a professional office environment. Success in this role requires strong communication skills, sound judgment, discretion with confidential information, and the ability to work both independently and collaboratively as part of a team.

Key Responsibilities

Accounting & Financial Administration

- Process accounts payable, including coding invoices, obtaining approvals, issuing payments, and maintaining accurate records.
- Process accounts receivable, grant reimbursements, and other deposits.
- Prepare deposits, financial reports, and maintain accounting records in the Authority's financial software.
- Post journal entries and maintain general ledger records.
- Reconcile bank accounts, cash accounts, and related financial statements monthly.
- Prepare budget reports and spreadsheets to support internal needs and audit requirements.
- Assist departments with budget-related questions and financial tracking.
- Process letters of credit and manage escrow accounts related to land development projects.
- Prepare and maintain records for annual financial audits

Payroll & Benefits Administration

- Process payroll accurately and on schedule, including employee changes, leave tracking, retirement contributions, and unemployment reporting.
- Maintain employee payroll and benefit records.
- Coordinate employee health, pension, and liability insurance programs.
- Enroll employees in benefit plans and assist with benefit-related questions or issues.
- Serve as HIPAA Compliance Officer and maintain confidentiality of employees and benefit information.

Human Resources Support

- Assist with recruitment activities, including job postings, applicant screening, and interview coordination.
- Conduct new employee onboarding and orientation.
- Maintain and update job descriptions and personnel records.
- Coordinate employee leave reporting and related communications.
- Assist with employee training initiatives
- Review and respond to insurance claims and related documentation.

Administrative & Office Support

- Provide administrative support to the Executive Director.
- Assist with preparation of grant proposals, reports, and supporting documentation.
- Provide backup support for front office, billing operations, and general office operations.
- Support staff with accounting software and office system questions.

Qualifications

Education & Experience

- Associate degree or coursework in business administration, accounting, finance, or a related field preferred.
- Minimum of 5–7 years of experience in accounting, payroll, office administration, or related administrative support roles.
- Equivalent combinations of education and experience may be considered.

Knowledge & Technical Skills

- Strong understanding of accounting and bookkeeping principles.
- Experience with payroll processing and financial reporting.
- Proficiency in spreadsheet, database, and accounting software applications.
- Working knowledge of budgeting practices and financial reconciliation.
- Ability to learn and apply Authority policies and procedures.

Core Competencies

- Strong attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines independently.
- Effective problem-solving and organizational skills.
- Professional communication and customer service skills.
- Ability to handle confidential information with discretion.
- Ability to remain professional and courteous when interacting with the public and employees.

Disclaimer

This job description is intended to describe the general nature and level of work performed in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.

Interested applicants should email a letter of interest and resume to info@mawsa.org