



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programing including Mentor Me, Housing, Employment and Petaluma Bounty Farms.

**JOB TITLE:** Controller  
**FLSA STATUS:** Not Exempt; Full-Time (40 Hours/Week)  
**COMPENSATION:** \$43/hr  
**DIRECTOR:** Executive Director  
**SUBMIT:** Cover Letter and Resume to [jobs@petalumapeople.org](mailto:jobs@petalumapeople.org)

**POSITION OVERVIEW:**

Under the direction of the Executive Director and the Chief Operating Officer, the PPSC Controller is responsible for maintaining financial accountability and fiscal integrity of the agency through the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible, along with the ED and COO, for all accounting functions of PPSC.
- Maintain an accounting system in keeping with GAAP or OCBOA accepted principles and standards.
- Maintain a digital General Ledger.
- Maintain payroll records and process bi-weekly payroll.
- Maintain balance in petty cash box and review all requests for cash.
- Process Accounts Payable invoices and checks.
- Prepare journal entries and reconciliations for monthly general ledger close.
- Coordinate and resolve various issues with banks such as cleared check differences and bank fee anomalies.
- Conduct online banking transactions.
- Prepare monthly, quarterly and yearly financial statements.
- Maintain local, state and federal tax records.
- Provide all details and information required to facilitate the auditing process.
- Provide Executive Director & COO with full disclosure of expenditures and revenues.
- Record income and prepare deposits.
- Maintain accounts payable and accounts receivable records.
- Develop and maintain internal control system.
- Prepare invoices for 20 – 25 of PPSC's programs.
- Attend management, department and general staff meetings as required.
- Other duties as required.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**It's a requirement of this position, for the safety of all PPSC employees and clients, that the jobholder be fully vaccinated against COVID-19.**

**EDUCATION and EXPERIENCE:**

A Bachelor's degree in accounting with advanced coursework in finance preferred.

Experience in non-profit accounting systems and general knowledge of standard practices. Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and knowledge of Statutory accounting principles. Intermediate to advanced experience with basic computing, MS Excel spreadsheet and similar programs. Intermediate to advanced experience with major accounting software packages, preferably MIP Fund Accounting. Understanding and supporting the mission and values of PPSC.

**ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:**

**Physical:** Regularly sits up to 2-3 hours per day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech and writing capabilities.

**Environmental:** Works alone, with and around others. Work environment is moderately noisy.

Distractions are regular.

**Cognitive:** Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

**Psychological:** Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

**Accommodation Recommendations:** A person in a wheelchair can perform in this position with assistance from other staff for some activities.

**BENEFITS:**

Paid sick time, vacation and holidays.

Comprehensive benefits package, including medical, dental, and vision coverage, employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

**PPSC is an equal opportunity employer.** It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.