

# STL PARTNERSHIP

## CONTROLLER/FINANCIAL ACCOUNTING

### ***THE ORGANIZATION***

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### **Accredited Economic Development Organization**



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### ***THE POSITION***

Responsible for preparation of financial statements, work papers, schedules, exhibits, and summaries based on analysis of general ledger accounts. Examines a variety of accounting documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent policies and procedures, and are classified and recorded according to governmental accounting standards. Responsible for overseeing the accounts payable, receivables, and payroll functions. Responsible for preparation financial reports for various grants. Provides support for accounting functions to certain programmatic division. Supervises others.

### **Job Functions:**

- Prepares governmental financial statements, including statement of net assets, statement of activities, balance sheet, statement of revenues, expenditures and changes in fund balances, and summary of revenue and expenditures and statement of change in financial position for multiple entities.
- Serves as a liaison for the external auditors.

- Prepares monthly, quarterly, and annual work papers; to include reconciliations and analysis of general ledger accounts that provide the work papers for the annual financial statements and interim reports.
- Ensures financial transactions comply with organizational policies and procedures, as well as with federal and state policies and procedures.
- Prepares various reports for federal and state grants.
- Oversees the accounts payable, receivables, and payroll functions, including reviewing transactions prior to entry into the accounting system and prior to posting in the system.
- Provides accounting support to programmatic divisions and affiliates of St. Louis Economic Development Partnership.
- Maintains fixed asset records, provides for annual depreciation as applicable, and completes annual physical inventory. Prepares documents to provide for disposal of assets.
- Assists with the budget process. Creates worksheets for comparisons of current and past year's budgets. Provides information to divisional managers. Updates spreadsheets and inputs budgets into accounting system software. Prepares budget documents and note.
- Assists with quarterly financial reporting. Reviews worksheets prepared by divisional managers and provides support to divisions. Prepares quarterly financial reports and notes.
- Preparation of a federally approved indirect cost rate.
- Responsible for in depth report knowledge in accounting system software. Maintains awareness of new products and attends training as directed.
- Provides direct supervision to other Accounting staff members.
- Provides training opportunities for administrative support staff of St. Louis Economic Development Partnership.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

### ***THE NEED***

#### **Professional qualifications for this position include:**

##### **Education:**

- Bachelor's degree in accounting or business administration with a concentration in accounting.
- Prefer certified public or governmental accountant.

##### **Experience:**

- Five to seven years of progressive experience.

##### **Qualifications:**

- Working knowledge of Microsoft Office 201X.
- General knowledge of filing and records management.
- Generally Accepted Accounting Principles
- Communicate effectively with managers, co-workers, business persons and the public both orally and in writing, and maintain effective working relationships therewith.
- Manage multiple tasks and work independently to meet strict deadlines.
- Accomplish requirements of the job using appropriate general office equipment and software.

## **THE REWARD**

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*