

TACAMO Community Veterans Association Comptroller Coordinator Volunteer Job Description



Comptroller Coordinator Job Description

Oversees the TCVA accounting tasks and financial reporting procedures. The comptroller oversees all transactions to help the treasurer maintain the accounting records.

Comptroller Coordinator Job responsibilities include, but are not limited to:

- Monitoring and controlling cash flow
- Developing and maintaining financial policies and procedures
- Providing information to the treasurer to complete financial reporting
- Overseeing accounts receivable and payable
- Monitoring debt/credit
- Create a reimbursable expenses for BoD members and track them in a spreadsheet

Comptroller Coordinator Job Requirements:

- Bachelor's degree in accounting or finance or equivalent
- Expert knowledge of accounting and financial principles, regulations, and best practices
- Excellent understanding of governmental guidelines and tax laws that affect the TCVA's nonprofit status
- Proficient in Microsoft Office with an emphasis on Excel
- Proficient with data analysis, critical thinking and problem-solving
- Highly organized with keen attention to detail
- Excellent collaboration, communication, and teamwork skills