



Job Title	Comptroller
Department	Admin
Reports To	Executive Director
Classification	Exempt
Date Reviewed	5/21/26

POSITION DESCRIPTION

The Comptroller is responsible for overseeing the organization's accounting operations and ensuring the accuracy, integrity, and timeliness of financial records. This role manages day-to-day accounting functions, supports financial reporting and audits, ensures compliance with applicable regulations, and maintains strong internal controls. The Comptroller serves as a key financial steward, supporting leadership with reliable financial data and sound fiscal practices.

DUTIES AND RESPONSIBILITIES

Accounting & Financial Operations

1. Oversee daily accounting activities including general ledger, accounts payable, accounts receivable, payroll coordination, and cash management.
2. Ensure accurate and timely month-end, quarter-end, and year-end close processes.
3. Maintain the chart of accounts and ensure proper coding and documentation of transactions.
4. Reconcile bank accounts, credit cards, grants, and other balance sheet accounts.

Financial Reporting

1. Prepare and review internal financial statements, schedules, and variance analyses.
2. Support preparation of financial reports for leadership, board, and funders as required.
3. Assist in budget development, monitoring, and forecasting in collaboration with leadership.
4. Ensure financial data is accurate, complete, and presented in a clear, understandable manner.

Compliance, Audits & Internal Controls

1. Maintain strong internal controls and accounting procedures to safeguard organizational assets.
2. Coordinate annual audits, IRS filings, and other regulatory or grant-related financial reporting.
3. Ensure compliance with GAAP, federal and state regulations, grant requirements, and organizational policies.
4. Support preparation and review of tax filings, including Forms 990, 1099s, and other required reports.

Grants & Restricted Funds

1. Track grant revenues and expenditures to ensure compliance with funding requirements.
2. Prepare financial reports and schedules required by grantors and funding agencies.
3. Monitor restricted funds to ensure proper use and reporting.

Systems & Process Improvement

1. Maintain and optimize accounting systems and financial workflows.
2. Identify opportunities for process improvements, efficiency, and risk reduction.
3. Support system upgrades, transitions, and documentation of financial procedures.

Supervision & Collaboration

1. Supervise and support accounting staff as applicable.
2. Provide training, guidance, and oversight to ensure consistent and accurate financial practices.
3. Collaborate closely with the Fiscal Director/CFO, Executive Director, and program leadership.

QUALIFICATIONS

Education/Certification

Required:

1. Bachelor's degree in Accounting, Finance, or a related field.
2. Minimum of 5 years of progressive accounting experience.
3. Strong knowledge of GAAP and nonprofit accounting principles.
4. Experience with audits, financial reporting, and internal controls.
5. Proficiency with accounting software and Microsoft Excel.
6. High level of accuracy, organization, and attention to detail.

Preferred:

1. CPA or equivalent professional certification.
2. Experience in nonprofit, healthcare, or grant-funded environments.
3. Familiarity with federal grants and compliance requirements.
4. Supervisory or management experience.

Work Environment & Expectations

Primarily office-based with standard business hours; schedule flexibility may be required during audits, fiscal year-end, or reporting deadlines.

Must maintain confidentiality and exercise sound judgment at all times.

Other

1. Valid State of Hawaii Driver's License required with clean traffic abstract
2. Flexibility to travel locally to community partner sites and events
3. Annual TB test required and hepatitis B series recommended.

The above information of this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions of this position.

EMPLOYEE:	DATE:
SUPERVISOR:	DATE:
EXECUTIVE DIRECTOR:	DATE: