

## Job Description – Controller

- Prepare and file all required financial filings (with the assistance of other employees at WSA as applicable).
- Present financial reports to WSA's Board of Directors as requested by President / CEO.
- Review and maintain WSA's Investment Policy. Prepare reports for Board of Directors documenting Investment Policy compliance.
- Prepare annual budget, including year-to-date actual budget performance reports, for approval by Board of Directors.
- Be available to consult with WSA's Finance Committee as requested.
- Provide financial information to accountant responsible for preparation of tax returns and/or 990 filing.
- Prepare payroll.
- Maintain and track WSA's Investment Real Estate portfolio (i.e. LLC's and real estate holdings) in conjunction with President / CEO.
- Coordinate audits with independent auditors and state examiners.
- Serve as primary contact with independent auditors and state examiners.
- Maintain current knowledge on regulatory and accounting issues, particularly in relation to the financial statement impact of investment decisions.