

March, 2019

# **Driving School Association of the Americas, Inc**

## **Position: Controller**

### **Term: Two Years**

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#### **Organizational Status:**

- The Controller is responsible for verifying and approving all invoices to be paid and all funds to be reimbursed; preparing the annual budget in collaboration with the Treasurer and Finance Committee; establishing and implementing financial reporting systems to comply with DSAA policies and procedures.
- Reports directly to the Board of Directors.

#### **As per DSAA Constitution:**

The Controller shall approve all vouchers and forward them to, and work in close conjunction with, the Treasurer and aid in any manner he/she can in the establishment of an orderly accounting of all funds received and disbursed by the Association. In addition, the Controller shall audit all accounts receivable and accounts payable; shall prepare an annual budget; and submit same to the Board of Directors.

#### **Core Roles & Responsibilities:**

- Prepare the Annual Budget in collaboration with Treasurer and the Finance Committee.
- Is a member of the Finance Committee
- Provide an Annual Financial Report to the membership at the AGM in collaboration with the Treasurer.
- Ensure accurate and complete record keeping practices in collaboration with the Treasurer.
- Review, approve and ensure prompt payment of all approved invoices and Expense Claim reports, in collaboration with the Treasurer.
- Create year-end reports in collaboration with the Treasurer for filing with accountant
- Liaise with the auditors of the Association during audits.
- Participate as a member of Executive Committee to conduct an annual performance review of any paid personnel.
- Serve on the NHTSA Committee to ensure that accurate, timely and complete financial records are kept.
- Maintain the DSAA Chart of Accounts and conduct periodic updates as required in collaboration with the Treasurer.
- Provide Controller's Report for distribution to Board one week prior to monthly Board meetings.
- Work closely with the Treasurer, Executive Committee and other personnel to prioritize functions of the DSAA.
- Prioritize payments of funds and keep an accurate account of all Expense Vouchers and invoices received.
- Verify and approve properly completed Expense Vouchers and invoices on a timely basis.
- Recommend actions to improve operating procedures.
- Assist the Treasurer in balancing income and expense reports and presenting reports to the Board.
- Create interim and annual reports to identify results, trends, and financial forecasts against budget and long range targets
- Recommend actions to improve areas of deficiency and operating procedures.
- Establish and implement financial reporting systems to comply with DSAA policies and procedures.
- Review all financial plans, reports and budgets regularly to look for cost reduction and income opportunities
- Provide a written Report for distribution to the Board one week prior to Board meetings.
- Carry out such other duties as may be assigned, from time to time, by the Board.

#### **Administrative Responsibilities and Duties:**

- Keep electronic records of all Expense Vouchers and invoices received, including supporting documents.
- Verify and update all related documents as required.

- Assist and work closely with Conference Committee with its income and expenses and action plans.
- Update and suggest improvements for accounting systems, including Expense Vouchers and invoicing

### **General:**

- Uphold the Constitution & By-Laws of the DSAA
- Serve on the Executive Committee.
- Review and approve an Annual Budget in collaboration with the Finance Committee.
- Mentor, advise and guide in the role of Controller when direction is needed by the Board.
- Serve on other committees and subcommittees as needed.
- Be knowledgeable of the DSAA story, and how and when the association was founded.
- Be prepared to act as an advocate and spokes person for the DSAA when interacting with stakeholders, partners and the public.
- Be prepared to participate in events and media opportunities for the DSAA.
- Be aware of current DSAA statistics on finances, membership and notable successes
- Champion the organization and advocate its mission to both internal and external stakeholders

### **Financial:**

- Verify all Expense Vouchers and invoices received for proper completion and approve on timely basis.
- Forward all approved Expense Vouchers to the Treasurer on timely basis for payment.
- Assist payees with properly completing Expense Vouchers, invoices and reimbursement forms.

### **Resources and Procedures:**

- Collaborate with other non-profit associations for auditing services to ensure proper compliance with all regulations