



## National Auto Auction Association Job Description

**JOB TITLE:** Comptroller

**REPORTS TO:** Chief Executive Officer

**EMPLOYMENT STATUS:** Full-time, Exempt

**LOCATION:** Frederick, Maryland

### **POSITION SUMMARY:**

The Comptroller will manage finance, accounting, budget process/controls, investment activity, annual audit activity, and related reporting activities for the NAAA, its wholly owned subsidiaries the NAAA Services Corporation, and the NAAA Scholastic Foundation. The position will present financial information to finance/budget committees and NAAA/NAAASC boards.

### **RESPONSIBILITIES:**

- Prepare, distribute, and maintain financial statements including consolidated statements, individual entity financial statements, and supplemental financial reports.
- Manage the annual budgeting process for the NAAA and its subsidiaries; provide annual budget and routine performance reports to NAAA directors and finance/budget committees.
- Manage annual audit activities, including preparation, auditor requests, and final reporting to NAAA CEO, finance/budget committees, and NAAA/NAAASC boards.
- Support investment policy approach and monitor, report on, and manage accounting activities related to investment performance
- Monitor and manage cash flow.
- Oversee the filing of all estimated quarterly and year-end tax forms/returns with the IRS and Maryland state department of revenue (including Maryland personal property taxes).
- Serve as Secretary/Treasurer of the NAAA Scholastic Foundation and serve as the staff liaison to finance/budget committees.
- Collaborate with the CEO about the effectiveness of NAAA systems and procedures and assist with the implementation of any changes.
- Review financial reports submitted by potential NAAA auction members as part of the application/due diligence process and communicate items of concern.
- Review, monitor, and manage all vendor contracts, customer contracts, equipment and facility leases, and related forms (1096, 1099).
- Maintain appropriate insurance policies to mitigate risk.
- Manage DUNS business credit bureau activities.
- Prepare annual chapter budgets and activity statements and manage the disbursement of funds for all NAAA chapters (4).



- Advise on and support the implementation of best practices/optimal structure between NAAA and its Services Corporation subsidiary.
- Manage AR processes (invoicing, statements, aging, etc.) for all NAAASC activities (50+ clients, affiliate partners, etc.).
- Ensuring prompt and accurate month-end and year-end close processes.
- Oversee payroll and payroll tax preparation and reporting.
- Other duties as assigned.

#### **EDUCATION AND EXPERIENCE**

- Undergraduate degree in Accounting required; advanced degree preferred.
- A minimum of 6 years of experience in all areas of accounting.
- Extensive experience in a related role with a non-profit organization is strongly preferred.

#### **REQUIRED SKILLS AND ABILITIES**

- Must be highly analytical, with an ability to “connect the dots” between Association and subsidiary activities to facilitate optimal relationships and outcomes.
- Strong interpersonal and communication skills required.
- Demonstrated business leadership skills and emotional intelligence skills are major pluses.
- Proficient with Microsoft Office Word, Excel, Outlook, and leading accounting software solutions.