

NEW HAMPSHIRE RETIREMENT SYSTEM

POSITION DESCRIPTION

Position Title: Controller

Date Established: 10/25/2011

Functional Area: Finance Department

Date of Last Amendment: 8/6/2025

Title of Supervisor: Director of Finance

NHRS Position Band: N/A

Collective Bargaining Unit Status: Not In Unit

FLSA Status: Exempt

Supervises: Support staff within the finance functional area

SCOPE OF WORK:

Under the direction of the Director of Finance, the Controller is responsible for administering and managing the general ledger accounting and finance functions of NHRS, including financial reporting, audits, and compliance with GASB and GAAP standards. This role also oversees the analysis, classification, reconciliation, and reporting of complex investment transactions across public and private markets, both domestic and international. The Controller serves as a key liaison with financial institutions, the State Comptroller's Office, and auditors to ensure accurate and timely investment and organizational accounting and overall financial integrity in support of NHRS's strategic and operational goals.

ACCOUNTABILITIES:

- Responsible for the operational and financial integrity of NHRS' general ledger accounting system, including the accurate and timely preparation of NHRS' monthly financial operating statements in accordance with GASB and other applicable recognized accounting standards.
- Plans, coordinates and prepares NHRS's Annual Comprehensive Financial Report (ACFR).
- Coordinates and facilitates external audits by working directly with NHRS's external auditor to provide supporting schedules and other information for the completion of the financial audit. Also works directly with NHRS's actuaries and provides the actuarial extract data.
- Assists the Director of Finance with the preparation and monitoring of the NHRS operating and trust fund budgets.
- Manages analysis, classification, reconciliation, and reporting of complex investment transactions across multiple asset classes.
- Prepares, reviews, and provides various data and reports to the Director of Finance, NHRS Management Team, actuaries, Legislature, Board of Trustees, State Administrators and auditors as necessary.
- Reconciles various accounts in the general ledger software against internal and external sources in the NHRS's general ledger system.
- Serves as subject matter expert for GASB and other applicable financial reporting standards.

- Responsible for preparing, processing and issuing annual 1099R tax forms to retirees/beneficiaries. Review and oversight of all required annual and quarterly payroll tax forms required by the IRS.
- Responsible for posting the monthly annuity and vendor payrolls and oversight of the issuance of the related ACH and check files to the bank in a timely manner.
- Assists the Director of Finance to ensure cost and operationally efficient policies and procedures are established for financial reporting and cash management functions of NHRS.
- Prepares and enters journal entries into general ledger software. Prepares monthly and annual financial statements and reports.
- Responsible for overseeing physical inventory for NHRS fixed assets including, location of items, cost of items and related backup paperwork that shows method of purchase and related invoice.
- Recommends financial software solutions to meet organizational finance reporting needs; for the planning, procurement, implementation, maintenance and updating of financial software systems to meet organizational and reporting needs of the NHRS.
- Oversees technical research, service-related projects and processes, and systems testing.
- Oversees Accounts Payable and Accounts Receivable and provides related information to the NHRS's custodial bank.
- Coordinates year-end schedule and process in preparation for fiscal year closing.
- Actively participates on NHRS' management team, including development and implementation of strategic planning initiatives, collaborative problem-solving, and various project initiatives.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Requires a Bachelor's degree in Accounting or Finance, or related field, MBA and investment accounting experience preferred.

Experience: 10+ years of experience in public accounting, financial institute accounting, pension and benefit plan accounting or related field and four years managerial experience.

License/Certification: CPA preferred. Valid driver's license preferred.

SPECIAL REQUIREMENTS:

This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Public pension fund operations and fiduciary responsibilities.
- Strong, proven supervisory/managerial abilities. Ability to lead teams to meet deadlines and implement efficient and effective financial controls.
- Advanced working knowledge and understanding of accounting standards, principles, and procedures.

- Advanced knowledge and experience with Microsoft software suite, general ledger financial software.
- Strong mathematical abilities. Strength in applying established accounting methods to varied transactions. Ability to perform detailed work involving written and numerical data.
- Ability to prepare complete accurate accounting reports and statements of advanced complexity.
- Experience in project and process management.
- Ability to communicate effectively and diplomatically with internal and external diverse constituents.
- High level of integrity and ethical judgement.

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.

EXPECTATIONS OF NHRS EMPLOYEES:

Commit passionately to the vision and mission for NHRS.

Exercise diligent fiduciary responsibility – Act first and foremost as fiduciaries. Whether it is an investment decision or an expense incurred to administer the System, it must be made with members in mind.

Do what is right for the member, always – Provide member service at the highest level. *Every* member should receive the *same* level of *excellent* service. Decisions must be made with the benefit of all members in mind – not that of any individual or member group.

Accept responsibility – NHRS is New Hampshire's largest locally organized financial institution. This is exemplified by bringing professional expectations to our work. Commit to doing excellent work and trust that colleagues will also.

Operate transparently – While guarding the integrity of member information, provide responsive and accurate information, data, and analysis to our many stakeholders, including members and their employee groups and associations, employers, the Legislature and its committees, and the public.

Adhere to legal frameworks that NHRS operates under – State and Federal law, constitutional mandates, IRS provisions, and NHRS rules and procedures all have a place in ensuring that fiduciary obligations are met.

DISCLAIMER STATEMENT

This description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the job description provided that such duties are characteristic of that position.

SIGNATURES

Position Incumbent

I have reviewed the content of the above job description with my supervisor.

Signature	Name	Date
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Supervisor

I have discussed the work responsibilities outlined by this job description with the above employee.

Signature	Name	Date
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Human Resources Manager

I have reviewed the content of the above job description.

Signature	Name	Date
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