

JCC of Mid-Westchester, Inc. and Affiliate

JOB DESCRIPTION

Title: Controller	Department: Finance
Reports To: CFO	FLSA Class: Exempt
Supervises: none	Status: Full-Time

ROLE DEFINITION

The Controller prepares the monthly financial reporting package, and provides financial statement analysis, budget, and audit support.

PRINCIPAL DUTIES

- Guide and monitor the month-end close process to ensure timely financial statement reporting
- Prepare and/or review monthly supporting schedules for Statement of Financial Position accounts and key Statement of Activities accounts
- Reconcile general ledger to JCCMW's CRM, Daxko (revenue, receivables, deferred revenue, etc.)
- Update the Net Asset Rollforward quarterly
- Maintain copies of all grants and receivables and reviews all grants to ensure that financial reporting requirements of funders are being met
- Perform and/or review monthly bank reconciliations, including the monitoring outstanding checks
- Produce monthly financial statements, including Statement of Financial Position, Statement of Activities with comparisons to budget, Cash Flow Statement, Rolling Forecast, and Memo pointing out significant information. Submits reports to and reviews with senior management.
- Develop and/or review the annual budget with senior management, with input from department heads and Finance department staff
- Prepare and/or review forecasts and pro-formas, as requested
- Produce grant expense reports as needed for Development
- Prepare financials for grant reporting
- Update financial data on reporting agency websites
- Attend finance & audit committee and/or board meetings to assist CFO/executive management in the presentation of monthly financial statement reports
- Assist in overseeing and manages external auditors in the completion of the annual financial statement and program audit(s)
- Oversee and manage external accountants in preparation of the federal form 990
- As needed, answer accounting and financial questions from the President and CFO
- Responsible for ensuring that all tasks for the entire Finance Department and responsible person(s) are documented in a master Finance Department 'tickler list'
- Manage process and ensure that the detailed documentation of Finance Department's tasks and procedures are documented and consistently updated via a Standard Operating Procedure (SOP)
- Ensure that Finance team is adhering to file retention and saving policies
- Maintain all contract files

- Serves as back-up for various accounting functions (payroll, accounts payable, accounts receivable/revenue)
- Assist in upcoming planned migration from Quickbooks desktop to Quickbooks online.

QUALIFICATIONS

- Bachelor's degree in accounting; MBA or CPA preferred
- Seven or more years supervisory/controllership/CFO experience required
- Non-profit accounting experience required
- Knowledge of Quickbooks Desktop and Quickbooks Online required
- Demonstrated strong proficiency in Microsoft Excel (pivot tables, INDEX/MATCH, SUMIFS, charts) required
- Demonstrated knowledge of financial reporting and audit support
- Superior attention to detail, with excellent analytical skills