

POSITION DESCRIPTION

Position Title: Controller
Location: National Office – Staten Island, New York (HYBRID)
Reports to: Vice President Finance and Administration
FSLA Class: Full time (exempt)

BRIEF DESCRIPTION

Reporting to the Vice President of Finance and Administration, the Controller will be responsible for oversight of all finance, accounting, and reporting activities. As the number-two executive to the VP of Finance and Administration, the Controller will be involved in supporting presentations to the board finance and audit committee and will work closely with the senior leadership team.

The Controller will lead all day-to-day finance operations of a budget of \$15-\$20 million and supervise staff members including functional responsibility over accounting, accounts payable, accounts receivable, payroll, grants administration, estates, and investments. The Controller will ensure that APDA Nonprofit has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations. In addition, she or he will partner with the VP of Finance and Admin, senior leadership, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

The ideal candidate is purposeful and detailed focused, has successful accounting and finance experience, demonstrated ability to develop financial policies, forecasting skills, manage & develop budgets, lead and manage audits, staff and volunteers' management, communications strengths, and possesses ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

PRIMARY RESPONSIBILITIES (other duties may be assigned)

Finance & Accounting Leadership

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Oversee all accounts receivables, accounts payable, monthly close, bank reconciliations and all reconciliations monthly.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate and manage all audit activity
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of APDA's Nonprofit's financial status.

- Assist APDA Nonprofit's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the VP of Finance and Administration in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial and accounting, project/program, grants, estates, and investment accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting by working in partnership with the senior leadership team; continuously collaborate with the senior leadership team to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Team Leadership

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Working Conditions, Physical Demands, Travel
<ul style="list-style-type: none"> • General Working Conditions: Hybrid Remote/Office environment (based on business needs) in accordance with New York City Laws and Regulations • Physical Demands: primarily a sedentary work environment, along with the ability to stand, sit, feel, crawl, bend, reach; occasional need to lift or move up to twenty-five pounds • Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use: <ul style="list-style-type: none"> ○ Ability to operate a motor vehicle in accordance with company policy. ○ Ability to use common office equipment such as: telephone, scanner, computer, printer, and copier. ○ Computer programs including MS Office and Outlook, related industry, and functional databases. • Travel requirements: Up to 25% local travel and irregular hours including evening or weekend meetings or events as needed.

Staff Management:

The staff accountant will report to the Controller and the Manager, Finance and Administration will have a dotted line to the Controller.

Qualifications

This is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. She or he will ideally have experience in a complex nonprofit that has multiple programs.

Specific requirements include:

- Personal qualities of integrity, credibility, and unwavering commitment to APDA's Nonprofit's mission; an initiative-taking, firsthand analytical thinker who will own, in partnership with the VP of Finance and Administration, the responsibility for finance and accounting functions
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software specifically Quick Books desktop and Net Suite
- Advanced competency in Microsoft Office
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Keen analytic, organization and critical thinking skills which allows for strategic data interpretation versus. simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers
- Personal qualities of integrity, credibility, and dedication to the mission of APDA's Nonprofit

EDUCATION

- Bachelor's degree in accounting or related (required) with a minimum of seven to ten years accounting work experience (required)
- Certified Professional Accountant (CPA) certificate or MBA (preferred)

SALARY & BENEFITS:

- \$105-115K per year
- Medical, Dental and Vision on the first day of the month after you start
- 401K after three months of service, no company match Life insurance
- Life Insurance
- Pension eligible after one year of service and fully vested after five years of service
- HSA & FSA spending accounts available

In accordance with the NYC mandate from the Health Commissioner, APDA requires employees that will be on site at an office location to have received at least two COVID 19 vaccine from Pfizer or Moderna, or one vaccine from J&J. The NYC office location has employees with hybrid work arrangements. This means they are in the office some of the time and can work at home other times, as dictated by the needs of the company and their specific role. Some positions are required to be onsite for business purposes and so proof of vaccination will be required for employment. Vaccine waivers are not permitted in NYC office locations at this time in an accordance with the mandate.

To apply, send cover letter, reference contact information, and resume to jobs@apdaparkinson.org