**Salary Range**: $140K Position: Comptroller Department: Fiscal Division

**Reports to**: CEO, COO

**Who They are a socially conscious nonprofit organization that assist Veterans and their families in urban underserved region of New York City**

We are a nonprofit looking for a detail-oriented Comptroller to maintain and strengthen our company's internal controls.

* The Comptroller will ensure quality of financial transactions and reporting, develop our financial well-being and play a leading role in financial decision making
* You will provide senior management with strategic financial input, oversee the overall accounting processes and introduce financial reporting.
* You will ensure accuracy in all our financial activities. To ensure success you need to give management sound advice, and manage accounting activities with the aim of visibly defending expenditure cost outlays.
* Top candidates are confident, analytical and positive

**Comptroller Responsibilities**:

• Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.

• Develops and forecast budgets under direction of CEO

• Determines effect of potential business decisions on financial policy

• Monitors and confirms financial condition by conducting internal audits; providing information to external auditors

• Collaborates as company representative with business partners

• Cooperating with business units and support functions across company

• Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans

• Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions

• Prepares accurate and regular statements and reporting variances

• Overseeing accounting operations such as accounts payable, accounts receivable and general ledger entries

• Ensures compliance with company and statutory requirements

• Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; filing financial reports and advising management on needed actions

• Ensures operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques

• Maintains financial staff by recruiting, selecting, orienting, training, planning, coaching, counseling, monitoring, and disciplining employees and appraising job results

• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

• Protects operations by keeping financial information and plans confidential. • Contributes to team effort by accomplishing related results as needed

• Works closely and oversees audits and tax preparations

• Knowledge and ability to implement industry software and agency technology needs.

• Prepares monthly and quarterly reports for Board of Directors. Comptroller Requirements

**Requirements:**

• Master’s degree in accounting, business or finance

• 5+ years related work experience, preferably with experience working for non-profit corporations

• Proficient with QuickBooks and Salesforce

• Proficient with Microsoft Office Word, Excel and Outlook

• Full knowledge and understanding of applicable laws and regulations

• Excellent verbal and written communication skills

• Knowledge of Time Management a MUST!!

• Ability to work as part of a team

• Ability to provide financial projections

• Consolidates fiscal reporting

• NYS Gateway Intelligence Management

• Must be familiar with City, State and Federal Vouchering, Modifications and Close-out Procedures

For immediate consideration please send email to:

Thaddeus Dunn @ [thaddeus@rightfitrecruiting.net](mailto:thaddeus@rightfitrecruiting.net)