



Job Description

JOB TITLE: Controller

REPORTS TO: CFO

HOURS/STATUS: Full-Time/Exempt

PAY RANGE: \$95,000 - \$105,000 annually

JOB SUMMARY

The Controller will support the CFO in managing the financial operations of two non-profit organizations (Holy Childhood annual budget of \$14M) and Special Touch Bakery, Inc. (\$4M sales) This position is designed to take the lead on routine financial management for the organizations, in support of the CFO. The ideal candidate will have a strong foundation in accounting and finance and be eager to learn and grow within the organization.

JOB RESPONSIBILITIES

- Maintain accounting records, including but not limited to general ledger for Holy Childhood and Special Touch Bakery, Inc., check registers, journal entries, and payroll benefit files.
- Administer the general ledger financial system (Sage Intacct), including account maintenance, financial report development, and user access.
- Serve as liaison to the accounting software vendor.
- Monitor the completion of monthly and annual standard and recurring journal entries.
- Maintain and modify internally generated financial statements as needed.
- Generate monthly financial statements. Together with department senior leadership, monitor monthly operating variances. Prepares variation analysis for CFO.
- Monitor and analyze investment accounts.
- Review and approve monthly bank account reconciliations for Holy Childhood and Special Touch Bakery.
- Review payroll for reasonableness before submission to Paychex and ensure funding for payroll is timely and accurate.
- Assist the CFO with grant administration.
- Help prepare documentation and schedules for the annual audit.
- Assist in maintaining records for audit purposes and respond to audit inquiries.
- Assist CFO in other financial areas as needed (e.g., program income/expense computations, budget preparation, board presentation reports).
- Update financial dashboards and metrics as needed.
- Assist Cost Accountant when needed.

- Participate in annual physical inventory, and periodic cycle counts.
- Assist with reconciling finished goods and raw materials inventories.
- Assist with the investigation of count variances and resolve issues.
- Guide business operations staff by coaching and answering questions.
- Provide back-up as necessary to others in the business office.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation. Candidates for this position will have the ability to demonstrate and provide examples of continuous personal development and improvement; knowledge of financial and budgeting concepts; understanding of human resource functions, a customer focused attitude; communication skills (excellent verbal and written, including translating complex financial information), strong ability to read, analyze and interpret general business and financial periodicals, professional journals, technical procedures and governmental regulations at a high level and synthesize applications to financial operations. Produces professional reports, business correspondence, and proposals. Presents information in a professional manner and responds to questions from senior leaders and managers. An ability to develop and maintain a positive and friendly working relationship with all personnel while handling a multitude of diverse tasks. Must have a proven track record of strong and positive interpersonal relationships including external sources; problem solving skills, and strong reasoning ability; strong organizational skills and the ability to effectively manage multiple tasks/projects. Must have excellent computer literacy in the areas of spreadsheet, accounting, database, Power Point and word processing applications.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in accounting or related field is preferred, or equivalent combination of education and experience; and a minimum of five (5) years of experience in finance. Knowledge of New York State Office for People with Developmental Disabilities (OPWDD) and New York State Education Department (NYSED) regulatory requirements and compliance preferred.

PHYSICAL DEMAND/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. Including, but not limited to prolonged periods sitting at a desk and working on a computer; must be able to lift 15 pounds at times; must be able to access various departments of a given location.

EQUAL OPPORTUNITY EMPLOYER

Rochester School of the Holy Childhood, Inc., does not discriminate against any person on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.