

Title: Controller

Reports To: Chief Financial Officer (CFO)

Date: August 2021

Background Information:

CNY Works is a not for profit (501 (c)(3)) corporation and serves as the Onondaga County Workforce Investment Board. CNY Works has been designated by local government (City of Syracuse and Onondaga County) to administer the workforce development funds targeted for the CNY area. CNY Works functions as the apolitical convener of business, economic development and community agendas to define workforce system goals, garner resources and support growth and development of the local and regional economy. On an operational level, CNY Works provides services to help develop attract and retain workforce talent in the Central New York region by providing skill development, training, education services, information, and career resources for job seekers and businesses.

Position Overview:

Working under the direct supervision of the CFO, the full-time Controller will support the financial management of the organization to:

- Prepare reports for management and grantor agencies.
- Interface with program staff and management to provide financial information and gain understanding of program aspects related to grants.
- Recommend improvements/changes to existing accounting and financial management system.
- Recommend and implement new accounting systems, as appropriate.
- Strengthen organization's internal control systems.
- Interface with Department of Labor and/or grantor monitoring staff members.

Specific Duties and Responsibilities:

- Prepares regular (monthly, quarterly, annual) fiscal statements, statistical reports, financial reports for grantor agencies.
- Monitors organization's expenditures to ensure organization's spending is aligned with operating budget.
- Analyzes organization's variances between actual and budgeted expenses on a monthly basis.
- Reconciles ledger accounts with expenses reported in monthly/quarterly/annual financial reports to grantors.
- Reviews fiscal procedures and proposals from the standpoint of cost, need and practicability.
- Assists in preparing organization's budget.
- Other duties as directed.

Qualifications:

- Bachelor's Degree with concentration/major in Accounting and a minimum of three (3) years' experience in accounting required;
- Proficient in MS Word, Excel and Outlook;

- Experience with SAGE MIP fund accounting software;
- Ability to perform detailed work, involving written and numerical data and ability to perform arithmetic calculations rapidly and accurately;
- Strong knowledge of Generally Accepted Accounting Principles (GAAP), especially as applied to governmental and non-profit organizations;
- Strong knowledge of principles, theories, techniques and procedures of accounting systems;
- Excellent verbal and written communication skills;
- Excellent organizational skills, attention to detail and judgment; and
- Good team player.

To Apply:

- Qualified applicants should email resume and cover letter to: HR@CNYWorks.com

CNY Works is an Equal Opportunity Employer.