

## Controller

### **Organizational Overview:**

Hunger Solutions New York, incorporated in 1989, is a statewide, private, non-profit organization dedicated to alleviating hunger for residents of New York State. In pursuit of this mission, Hunger Solutions New York works to expand participation in federal nutrition assistance programs including SNAP/Food Stamp Program, School Breakfast Program, Summer Meals Program, and the Child and Adult Care Food Program through program development, program administration, and public affairs.

A State and nationally recognized leader on the issue of hunger, Hunger Solutions New York works collaboratively with a variety of state, regional, and national partners. Hunger Solutions New York informs, educates, advocates on state and federal legislation, and works with local, state, and federal officials to develop and implement policies and programs that increase access to food, and increase participation in the federally-funded nutrition assistance programs.

Our work is funded through 3 contracts with 2 state agencies, several grants from foundations, and individual donors.

### **Position Overview:**

Execute the daily, monthly, quarterly and annual accounting and cash management functions as well as related reporting for a \$6.5 million organization.

### **Location:**

This position will be based in Albany at the Hunger Solutions New York, Inc.'s Offices.

### **Responsibilities that must be completed in a timely and accurate manner include:**

- Maintain Hunger Solutions New York's accounting system (SAGE100), including the Schedule of Accounts, all general ledger entries, journal entries, and trail balance
- Execute all accounts receivable and payable functions
- Process payroll and all related functions including payments for benefits and pension.
- Daily monitoring of bank accounts and weekly cash management
- Track expenses and develop agency and individual contract/grant fiscal reports.
- Coordinate bank reconciliations.
- Prepare monthly financial statements and other management reports.
- Complete monthly NY Contract Audits
- Prepare quarterly MWBE reports for all contracts
- Complete and verify monthly, quarterly and annual fiscal close processes
- Assist with internal agency budget development process as well as budgets for various funding sources
- Complete the annual audit and act as the staff liaison with the external auditing firm.
- Ensure internal financial controls and processes are implemented accurately and recommend new procedures as necessary.
- Oversee financial policies and procedures and recommend revisions as appropriate.
- Other fiscal activities as assigned.

**Qualifications:**

- Bachelor's Degree in Accounting required; CPA preferred
- At least 2 years of experience working with not-for-profit and/or government fund accounting required
- Proficient in Microsoft Office Suite as well as good working knowledge of accounting systems required; experience with SAGE100 preferred

**Experience:**

- Experience with AP and AR
- Experience processing payroll and related benefits
- Experience with monthly, quarterly, and annual fiscal close-out
- Experience producing and presenting reports to Senior Management
- Experience with auditing, or knowledge of audit procedures through past audit experience and providing financial information to outside auditor

**Attributes:**

- Mature self-starter with a demonstrated ability to make sound judgements and who understands and respects the confidential nature of financial positions
- Excellent interpersonal, communication, organizational, and analytical skills
- Professional demeanor and effective working independently and as part of a team.
- Respects the people and process leading to a product
- Ability to multi-task, switching quickly from one assignment or project to another as needed
- Enjoys a challenge and likes to learn
- Ability to use discretion, remain professional under stressful situations, and multi-task
- Demonstrated ability to safeguard confidential information
- Detail oriented, conscientious problem-solver

Reports to Executive Director and operates as a member of the Finance and Administration Team

**Compensation Package:**

Salary in the range of mid-\$40K to mid-\$50K, commensurate with experience plus fully paid benefits premiums, including health, dental, life, short and long-term disability, all starting the month immediately following date of hire (except for dental which is third month after date of hire), organizational contribution to a Health Reimbursement Account (HRA) depending upon health insurance chosen, retirement plan that is matched by the organization (available after 6 months of employment). Other options available. Casual, professional, flexible work environment.

To be considered for this position, please email your cover letter, resume, and contact information for 3 professional references to [Jobs@HungerSolutionsNY.org](mailto:Jobs@HungerSolutionsNY.org).