

HSA-UWC is seeking an Assistant Controller

Susan Bouachri

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The Assistant Controller helps the Controller in maintaining the accounting and financial processes of the organization ensuring accurate financial reporting and maintaining control systems.

The Assistant Controller is a professional position, requiring 3 to 5 years of accounting experience. To see a full job description, use this [link](#).

Job Title: Assistant Controller

Reports to: Controller

Job Location: Work 2 days per week in New York City HQ office (4 W 43rd Street), balance of the week at home

Job Type: Full-time, 40 hours per week

Benefits: Salary is commensurate with experience. Benefits include health, dental and life insurance and 403b retirement plan with match, vacation time and more. Please call for details.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Responsible for managing operational data and ensuring data integrity and accuracy

1. Help review and improve HQ financial practices

- a. Help improve accounting system and practices in the HQ Finance Office
- b. Maximize digital automation systems available

2. Annual Audit

- a. Help prepare for annual audit
- b. Prepare documents in response to auditor's request

B. Accounting and Administration

1. Prepare periodical / occasional financial reports

- a. Update the Budgets vs. Actual Comparison Report for each HQ department every month/ quarter
- b. Update the YTD Financial Summary Report for HQ every month

- c. Update the comprehensive Cash Flow Report for HQ at least once a week
- d. Prepare donation reports weekly, monthly, and annually
- e. Produce various other reports occasionally

2. Manage field bookkeepers

C. Assist in special projects as needed

ROLE QUALIFICATIONS:

B.S./B.A. College degree required

3-5 years of accounting experience

CPA certification required

Proficient in Microsoft Office including Excel, Word, Access

Prefer experience with Quickbooks accounting software

ESSENTIAL QUALIFICATIONS AND SKILLS:

Personal qualities of integrity and credibility

Strong communication and interpersonal skills

Strong organizational and time management skills

Experienced with staff management

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

Physical demands: While performing duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects or controls; reach with hands or arms; talk and hear.

Work environment: The noise level in the work environment is usually moderate.

TO APPLY

Use this link jobapplication.unification.org to complete the HSA-UWC job application form. You may forward a copy of your resume to hr@unification.org.

If you have any questions, contact hr@unification.org or by phone, call Susan Bouachri.