

FFWPU USA: HSA-UWC is seeking a Controller

Susan Bouachri
January 30, 2024

Position Summary:

The Controller is responsible for oversight for all finance, accounting and reporting activities, ensuring compliance with appropriate GAAP standards and non-profit regulations. The Controller will ensure that HSA-UWC has the systems and procedures in place to support effective program implementation and conduct flawless audits.

Essential Duties and Responsibilities:

HSA-UWC Headquarters Operations:

- Review and improve HQ financial practices:
 - Clearly communicate monthly, quarterly and annual financial statements
 - Monitor progress and changes to keep senior leadership updated
 - Hire, manage and review HQ accounting staff, with the goal of staff development
 - Assist HSA-UWC's department leaders in annual budgeting and financial planning
 - Assess current accounting system and practices, offering recommendations for improvement and implementing new processes
 - Manage corporate credit cards
- Annual Audit
 - Coordinate all audit preparation and activity
 - Prepare reports in response to auditor's request; including amortization schedules and payroll reconciliation

Finance and Accounting Leadership:

- Consistently analyze financial data and present financial reports in an accurate and timely manner
- Update the Budget vs. Actual Comparison Report for each HQ department every month/quarter
- Update the YTD Financial Summary report for HQ every month
- Update a comprehensive Cash Flow Report for HQ at least once a week
- Produce donation reports weekly, monthly, and annually
- Produce additional reports as needed
- Oversee local bookkeepers network through use of QuickBooks and Remote Desktop

Role Qualifications:

- Minimum of B.S./B.A. College degree required; CPA or MBA preferred
- Minimum 5 years of work experience in non-profit environment as financial leader or manager
- Excellent written and oral communication, analytical, organizational, and project management skills are required
- High level of proficiency in Microsoft Office including Excel, Word, Access; Accounting software: QuickBooks
- Personal qualities of integrity and credibility. Familiarity with FFWPU Community in America is strongly preferred

Job: Full-time, 40 hours per week

Work Schedule: 9:00 am to 6:00 pm, Mon - Fri. Work from home, with 1 day/week in NY HQ office

TO APPLY

We are collecting resumes through March 2023. If you would like to apply, complete the [online application form](#). Please contact **Susan Bouachri** at hr@unification.org for a full job description and further information.