

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE: CONTROLLER
DEPARTMENT: FINANCE
REPORTS TO: CHIEF OPERATING OFFICER

ABOUT USDAN:

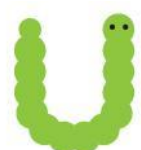
Usdan opens up a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

POSITION SUMMARY:

The Controller is responsible for overseeing the general ledger, producing financial reports for all internal and external financial report users, and supervising the day-to-day operations of the financial reporting and accounting functions for the organization. This position will manage budget oversight and actual expenses for the operating fund and grant programs.

Responsibilities:

- Manage accounts, ledgers and reporting systems ensuring compliance with GAAP standards, regulatory requirements, and rules for non-profits
- Responsible for the maintenance and data integrity of all financial information in various cloud-based systems, including FundEz, Ungerboeck, ADP and various other financial services and apps
- Responsible for the correct reporting, reconciling, and recording of all financial areas - accounts payable, accounts receivable, vendor relations, and payroll processing
- Establish, develop, and maintain procedures and systems to ensure internal control and availability of data
- Prepare meaningful and accurate financial reporting materials for monthly financial reviews, and quarterly management reporting internally and to the Board and Board committees.
- Work closely with the COO and Director of Administration in reporting and variance analysis of actuals vs budget and forecast projections throughout the year
- Work closely with the fundraising department for monthly reconciliation of contributed revenue
- Manage camp billing including invoicing and payments and participate in customer service support as needed
- Direct annual audit and 990 processes, serving as the principal liaison to the external auditor during fieldwork to satisfy all information requests regarding trial balances, Balance Sheet reconciliations, confirmations, statistical sampling, and any miscellaneous requests
- Provide advice and counsel regarding financial issues and controls to the COO
- Administer investment portfolio
- Perform other duties as assigned by the Executive team



Successful candidates have a nonprofit finance experience and keen attention to detail. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

JOB REQUIREMENTS:

QUALIFICATIONS:

- Accounting or related degree required
- Nonprofit experience required
- Computer literate and ability to learn accounting software and database
- CPA preferred
- Salesforce, Ungerboeck, FundEZ, and ADP experience a plus
- Ability to interact and work collaboratively with other staff members to achieve goals
- Ability to solve problems independently, effectively, and creatively
- Demonstrates keen attention to detail
- Ability to conduct research, study and synthesize data, and establish priorities, strategies, policies, and procedures
- Highly organized with proven ability to manage multiple high priority projects
- Demonstrates outstanding accounting and financial management skills
- Analytical Thinking
- Attention to Detail
- Continuous Learning
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Must be fully vaccinated against COVID-19, and if eligible as defined by the CDC, have received a COVID-19 booster shot, before the first day of employment.

COMPENSATION AND BENEFITS:

- The salary range for this position is \$80K - \$110K, commensurate with experience.
- Competitive benefits package - Medical, Dental, Vision, 403B, FSA
- Vacation, Holidays, Sick, Personal, and Religious Holidays time off available.
- Usdan summer camp tuition discounts for school aged dependents of staff.

TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.