



**Make-A-Wish® Metro New York and Western New York
Controller**

Job Title: Controller	Location: Lake Success, NY
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Reports to: Chief Financial Officer (CFO)

Supervisory Responsibilities: Finance Manager

Type of position:	<input checked="" type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Nonexempt

Position Overview:
 The Controller will assume overall responsibility for the comprehensive accounting functions of the organization and operations management of the Metro New York offices. Reporting directly to the CFO, the Controller will also provide oversight of the General Ledger and the annual Audit.

Essential Job Functions:

General Responsibilities and Tasks

- Assist CFO in developing policy and strategic plans for the Foundation.
- Management and supervision of Finance Staff and the day-to-day operations of the department.
- Manage the generation and submission of required Make-A-Wish Foundation of America national reports.

Financial Management and Oversight

- Provide overall financial oversight and monitoring for the Metro New York Chapter.
- Prepare monthly organizational, regional and department financial reports.
- Working with the CFO, manage and oversee all financial and business planning activities including:
 - Administration of business policies and accounting practices.
 - Review and analyze financial reports, ensuring timely financial reporting.
 - Support the annual budget process across the organization to meet revenue goals, improve management and oversee expense controls.
 - Support and advise the CFO in decision making.
- Present relevant financial data to the CFO and department heads.
- Ensure monthly financial statements are prepared on a timely basis to be distributed to the Staff, Board Chair and Treasurer.
- Reconcile Bank statements on a monthly basis.
- Assist in preparation of the annual audit schedules.



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Human Resources

- Work with the CFO and COO to oversee Human Resource Administration including:
 - Recruitment, hiring, and termination.
 - Benefits administration and oversight.
 - 403b and 457 administration.
 - Bi-weekly payroll processing.
 - Regulatory oversight and legal compliance.

Administration

- Oversee administration of office facilities.
- Office and Equipment maintenance oversight.
- Assess office space needs with CFO and COO.

Essential Education & Experience:

- Bachelor's degree required and 10 or more years of relevant work experience with supervisor/management level responsibilities.
- MBA or CPA strongly preferred.
- Experience with sophisticated financial accounting systems such as Financial Edge and Raiser's Edge. Strong PC skills with proficiency in Microsoft Word and Excel.
- Thorough knowledge of financial accounting components, including but not limited to, financial reporting, budgeting, forecasting, auditing, cash management and investment management.
- Highly organized, with demonstrated experience solving problems quickly and creatively.
- Proven ability to successfully handle multiple tasks and meet deadlines. Excellent time management, organization and independent judgment skills.
- Excellent customer service orientation. Ability to successfully work in a collaborative, team-oriented organization.
- A genuine commitment to the mission, values and a passion for the work of the Make-A-Wish Foundation.
- An ability to strategically direct the chapter as it relates to finance and administration.

Physical Demands:

The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

- Physical Demands: While performing this job employees may occasionally require to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist,



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bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 20% of the time. Person must also be able to move/lift up to 20 pounds.

- Work Environment: While performing this job employee is exposed to weather prevalent at the time with varying noise levels.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

How to Apply

Please email a resume and cover letter *with salary requirements* to info@metrony.wish.org by Friday, May 5, 2017. Applications without a cover letter will not be considered.