

**WEST HARLEM DEVELOPMENT CORPORATION
CONTROLLER**

Reports to: Executive Director
FLSA Status: Exempt
Job Location: West Harlem, New York City, NY
Prepared Date: November 19, 2015

The Controller is full-time exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

West Harlem Development Corporation

West Harlem Development Corporation (WHDC) is a nonprofit at-will employer whose purpose is to implement the provisions of the May 2009 Community Benefit Agreement (CBA) signed with Columbia University with attention to transparency and integrity. With a programmatic focus on education, workforce & economic development, and affordable housing, WHDC has so far operated by making grants to nonprofit organizations to provide services to the residents of Manhattan Community District 9, more commonly referred to as West Harlem. Applicants should visit the organization's website, www.westharlemdc.org to learn more about the organization.

Position Summary

The Controller is responsible for maintaining the books and records of WHDC. The Controller will also be responsible for the organization's human resources administration. In these capacities, the Controller will work closely with the Executive Director to produce and monitor the organization's budgets. In addition, the incumbent will prepare financial statements for meetings of the board of directors, and also for publication on WHDC's website with the goal of making the financial activities of WHDC transparent and in a manner that is easily communicated and comprehended by a larger audience. The Controller will ensure that all obligations of WHDC are paid properly and timely in respect of the internal controls of the organization. The Controller will interface of WHDC's independent auditors for the organization's annual financial audits and ensure the filing of all required IRS and statutory compliance documents.

Essential Duties and Responsibilities

- Be responsible for all the bookkeeping, accounting, and financial reporting requirements of WHDC. These include ensuring that there is properly approved supporting documentation for all disbursements, and the maintenance of all subsidiary systems - such as Accounts Payable, Accounts Receivable, and Payroll.

- Assist the Executive Director to develop internal controls that would be memorialized in an Accounting Manual and ensure compliance with the internal controls.
- Assist the Executive Director to prepare organizational budgets and assist other members of the staff to develop project budgets and budgets for funding proposals.
- Monitor actual expenditures in relation to Board-approved budgets.
- Be responsible for the retention of WHDC's records observing the guidelines for particular documents.
- Be responsible for the tagging, monitoring, and accounting for all equipment purchased by WHDC.
- Serve the function of human resources administrator and maintain confidential personnel records, administering payroll and benefits.
- Ensure that annual financial audits and statutory filings are completed timely and all issues responded to and corrected as required.
- Supervise the Administrative Assistant and other subordinate staff as appropriate and work with the individual to ensure the smooth running of the WHDC office.
- Serve as the principal staff person for all financial audits.
- Prepare financial weekly cash reports, and monthly financial statements with the quarterly reports readied for WHDC's board meetings, and distribution to Columbia University, Community Board 9 and posting on WHDC's website.

Other Duties and Responsibilities

- Be part of the management team of WHDC and therefore be available to attend meetings during and outside normal work hours.
- Deputize for the Executive Director and the Director of Programs as may be needed.
- Make presentations on finances and new projects to WHDC's board committees and its full board.
- Assume additional responsibility of tracking the state of compliance of the CBA commitments by Columbia University.
- Assist with the general operations of the office lending effort as required by other areas such as grant management and community activities.

Education and Experience

- A Certified Public Accountant (CPA) designation with a minimum of three years of experience managing an organization's Accounting Department and Human Resources departments in a nonprofit organization would be preferred.
- A Masters' degree in Accounting/Business with at least five years of experience in managing Accounting and Human Resources departments in a nonprofit organization would be considered.
- Demonstrated integrity, commitment to internal controls, and skills in building positive relationships with staff members and other stakeholders, including auditors.

- Effective verbal, written, and interpersonal communication skills with an ability to develop materials for presentations to a variety of audiences.
- Ability to manage multiple projects, work independently, and also as part of a team.
- Ability to meet deadlines.
- Demonstrated leadership and strategic planning skills and the ability to implement projects successfully.
- Demonstrated problem solving and decision making skills as well as the ability to exercise sound judgment.
- Knowledge of Fund EZ and/or other leading Accounting software in addition to all other relevant software.

Knowledge, Skills, and Abilities

To perform the job successfully, an individual should demonstrate the following knowledge, skills and abilities:

- Analytical - Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; design work flows and procedures.
- Problem Solving - Identify and resolve problems in a timely manner; gather and analyze Information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- Technical Skills - Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- Supervisory - Supervise Administrative Assistant and Associates as may be on staff without unnecessary office tension and to train individuals to give of their best seeking additional external training as may be required.
- Qualified candidates should possess excellent writing and computer skills (FUND EZ and other Accounting Software, Microsoft Office Word, Access, Power Point, Excel, Google Docs and others).
- The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within very strict tight time constraints.

Organizational Relationships

None required as a condition to start the job. However once hired, the Controller must maintain relationships with colleagues in other organizations in Harlem and also in WHDC grantee organizations.

Physical Demands

Candidate must be able to perform tasks which involve the ability to exert light physical effort at keyboard in sedentary position on a daily basis. Currently WHDC's office is on the ground floor at street level.

Compensation:

Competitive for the nonprofit industry with excellent benefits.

Work Environment

WHDC's current work space is open and compact. As such employees must manage the tone of their voice and language used. Personal phone conversations must be kept to a minimum and short.

Equal Employment Opportunity

WHDC is an equal employment/affirmative action employer and does not discriminate on the basis of race, color, religion, gender identity/ expression, sexual orientation, marital/parental status, age, national origin, citizenship, disability, veterans status, or any other classification protected by applicable Federal, State, or Municipal law

Please e-mail a cover letter, resume, salary history, and three references to info@westharlemdc.org