



Controller

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.FreshAir.org.

The Fresh Air Fund is hiring a Controller to join our team.

Position Summary

The Controller is a critical member of The Fund's finance team and is responsible for the daily processing of financial transactions flowing from and to the Finance office, which includes, but is not limited to, accounts payable, payroll, accounts receivable, and cash control. This position will perform analysis of the general ledger and internal and external reporting, manage monthly closings, and prepare department revenue and expense statements.

This position is based in our New York City office but is currently remote due to COVID-19. The role will be in-person when staff return to the office and will report to the Interim Chief Financial Officer.

Responsibilities

- Review and ensure the accuracy of all journal entries.
- Prepare reconciliation of bank statements and investment accounts.
- Oversee the preparation of agency's semi-monthly cash requirement reports.
- Supervise accounts payable processing and cash disbursements.
- Interface with agency auditors.
- Manage budgeting, forecasting, accounting, and finance activities for the organization.
- Develop and prepare regular, timely organizational, departmental and project financial reports for management; work with managers to assure understanding of the implications of these reports and what actions should result; proactively bring issues to managers' attention.
- Review and monitor balance sheet accounts, including analysis of Trial Balance/General Ledger and perform adjustments on a monthly basis.
- Assist with the preparation of schedules, analysis and other documentation for the annual financial statement audit,
- Form 990 tax return, and other program-specific grant audits.
- Prepare and record monthly allocation entries, prepaid entries and reconciliations.
- Track and maintain fixed assets schedules.
- Ensure that the Accounting and Financial policies & procedures are being followed.
- Ensure compliance with GAAP and accounting standards, as well as client contracts and agreements.
- Work with CFO to assist in preparing requested financial reports.
- Other responsibilities as assigned.



Qualifications

- Minimum 8 years accounting, and/or managerial experience, including staff supervision and development.
- Demonstrated experience developing and utilizing financial and operating metrics and reports to guide organizational performance;
- Superior knowledge of not-for-profit accounting practices and regulations and financial reporting;
- Experience with both external and internal audit practices desirable;
- Strong experience with general ledger, accounts payable, accounts receivable, payroll, income tax, and banking procedures in a nonprofit setting;
- Demonstrated expertise in systems, technology and facilities;
- Excellent communication skills, written and oral, with a broad range of constituents;
- MIP Abilia experience a plus.
- Great interest in joining a youth development organization and supporting FAF's mission and vision.

Salary & Benefits

The salary for this role is commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, commuter benefits, and employer and employee retirement contribution plans.

Application Instructions

To apply, please submit an application and cover letter at: <https://fafjobs.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.