

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Assistant Controller
Department: Finance
Reports to: Controller
Hours: Full-time

Position Summary: The Assistant Controller is be responsible for managing, preparing and coordinating reconciliations, financial analyses, and coding of transactions to support periodic closings. The Assistant Controller is also responsible for ensuring a complete and accurate general ledger.

Responsibilities:

- Ensure the integrity of the general ledger by analyzing accounts and executing reconciliations.
- Manage accounts receivable and monthly reconciliations, and prepare journal entries.
- Reconcile accounts receivable with the general ledger.
- Reconcile bank accounts.
- Reconcile vouchering accounts receivable.
- Assist the Controller with monthly general ledger closings.

Qualifications:

- A Bachelor's Degree in Accounting.
- Five (5) years related experience with financial analyses and audits.
- Keen understanding of debits and credits and the flow of transactions.
- Demonstrated experience in producing GAAP basis financials using MIP accounting software.
- Demonstrated experience in customizing financial reports using MIP accounting software.
- Ability to handle multiple contracts, several funding sources, including Medicaid/Medicare, with diverse compliance requirements.
- Strong computer skills essential, especially in Excel.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- A dedicated work ethic.
- A strong desire to help improve the lives of the residents in the East Harlem community.

To Apply:

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:

jobs@unionsettlement.org

Please indicate Assistant Controller in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER