



PARK AVENUE SYNAGOGUE

JOB TITLE:

Controller

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative Jewish congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 1,800 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

Reporting to the Director of Finance, the Controller will plan and direct all accounting operational functions, handle the accumulation and consolidation of financial data for internal budgeting and external financial statements, evaluate and oversee accounting and internal control systems, and assist leading the Finance department staff of three people. The ideal candidate is someone who has a high standard for excellence, proven track record of accomplishments especially in the non-profit sector and is exceptionally skilled, analytical, and forward thinking.

RESPONSIBILITIES:

- Oversee and monitor all banking accounts, ledgers, and reporting systems, ensuring compliance with appropriate accounting standards.
- Manage monthly and annual balance sheet and income statement reports, bank reconciliations, and G/L analysis.
- Formulate and administer financial policies and procedures, including the establishment and maintenance of fiscal controls and safeguarding of the organization's assets, including the maintenance of accounting principles, practices, and procedures.
- In collaboration with the Director of Finance, direct department activities, such as accounts payable, billings & collections, and payroll.
- Collaborate with the Director of Finance to establish financial reports as requested by relevant stakeholders.
- Assist the Director of Finance with the production of the annual budget, manage the forecasting process and monitor it monthly.
- In collaboration with the Director of Finance, manage all aspects related to the annual audits and tax reporting and compliance.
- Support Finance Department initiatives, such as software and systems implementation and other departmental or firm-wide improvements, with research, planning, and implementation, as required.



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QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance. Masters' degree is a plus.
- Excel expertise, accounting and project costing experience
- Experience with Salesforce, ShulCloud and SAGE/Sage Intacct is a plus.
- Minimum of 7 years of senior level accounting experience; CPA preferred [though this might be a stretch for a controller position]
- Possess strong numerical proficiency, analytical and financial analysis skills. Ability to interpret and apply logic to solve problems.
- Demonstrated leadership skills that promote influence and building of trusted relationships throughout the organization.
- Able to manage multiple projects and deadlines.
- Ability to work collaboratively with all teams.
- Must be able to work independently in a fast-paced environment.

SALARY: Starting salary \$100,000 commensurate with experience. Comprehensive benefit package.

Qualified candidates should submit a brief cover letter and a resume to Zawnia Dehaney, Director of Human Resources at jobs@pasyn.org.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Park Avenue Synagogue encourages you to apply.