



PARK AVENUE SYNAGOGUE

JOB TITLE:

Controller

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 160 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 and external financial statements, evaluate accounting and internal control systems, and assist leading the Finance department staff. The ideal candidate is someone who has a high standard for excellence, collaborative, and is exceptionally analytical and forward thinking. They will be both hands-on and able to support the strategic picture that the function supports. This role is full-time (exempt) and in-person.

RESPONSIBILITIES:

- Oversee and monitor all bank accounts, ledgers, and reporting systems, ensuring compliance with appropriate accounting standards and regulatory requirements, and with governmental reporting requirements.
- In collaboration with the Director of Finance, direct the department activities, such as accounts payable, billings & collections, and payroll.
- Support the Finance Department in modernizing and streamlining the day-to-day operations, utilizing existing and new software systems, databases, automated processes, and other technology-based platforms and efficiencies to ensure the timely and accurate management and delivery of financial information and data.
- Manage the monthly and annual close process including bank reconciliations, reconciliation of the general ledger to the receipt processing system data and generate reports to allow for the review of both accuracy and performance relative to budget.
- Formulate and administer financial policies and procedures, including the establishment and maintenance of fiscal controls and safeguarding of revenue and assets.
- Assist with the development of financial reports as requested by relevant stakeholders, both internal and external.
- Assist with the development of the annual budget and interim forecasts.



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- Assist with the annual financial audit, working with the Director of Finance and external auditors by developing descriptions of policies, controls, systems, processes and procedures, and producing schedules of financial data as needed.
- All other tasks as assigned.

QUALIFICATIONS/CORE COMPETENCIES:

- Bachelor's degree in Accounting, Finance, Business Management or related field. CPA and/or MBA preferred.
- Minimum of 7 years of senior level accounting experience.
- Advanced Excel skills (vlookup, PivotTable, etc.) and a high proficiency with data manipulation and consolidation.
- Experience with Salesforce, ShulCloud, Sage 50 and Sage Intacct is a plus.
- Strong problem-solving skills, numerical proficiency and analytical and financial analysis skills.
- Demonstrated leadership skills that promote collaboration and trust.
- Able to manage multiple projects and deadlines.
- Ability to work collaboratively with colleagues at all levels and in all areas of the organization.
- Must be able to work independently in a fast-paced environment.
- PAS has adopted a COVID-19 vaccination policy to safeguard the health and well-being of its employees. As a condition of employment, employees are required to be vaccinated. The policy is subject to change due to the evolving circumstances of the pandemic.

COMPENSATION/BENEFITS:

Annual \$135,000- \$145,000 commensurate with experience and skills. A comprehensive benefits package, including health insurance, health saving account, retirement plan, life insurance, flexible spending plan, vacation/sick paid time off, and medical/family leave.

Send a brief cover letter and a resume to jobs@pasyn.org.