



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:

PAS seeks to hire a Controller to assist with the financial management including regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. The Controller provides strategic financial leadership and oversight for finance and accounting functions of the organization.

Reporting to the Director of Finance, the Controller will also produce thorough financial-status reports to help improve the synagogue's operational efficiency and aid in our continued growth. This is a key role that requires strong analytical skills, attention to detail, and the ability to effectively communicate financial information to stakeholders.

CORE RESPONSIBILITIES:

- Monitoring and reviewing monthly financial transactions and activities to ensure integrity of the general ledger and accuracy of accounting entries.
- Assist with the development and implementation of financial strategies and initiatives to enhance processes, controls, and systems driving efficiency and effectiveness across the organization.
- Collaborate with the financial team to ensure financial operations are efficient (payroll, accounts payable, accounts receivable etc.).
- Lead the monthly and annual close in a timely manner.
- Monitor banking activities and ensure adequate cash flow and reconciliation for all banks and investment accounts on a timely basis.
- Prepare monthly, quarterly budget to actual reports, ad-hoc reports as needed.
- Work with the organization external auditors to prepare year end audit.
- Support the organization's mission through financial leadership.
- Evaluate emerging trends, technologies, and best practices in finance and accounting to identify opportunities for innovation, data integrity and growth.
- Act as a coach for the department and the overall staff, providing guidance and support to enhance the skills and knowledge of the team.
- Foster a collaborative and high-performing team culture.
- Special projects as assigned.



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QUALIFICATION:

- Bachelor's degree in finance or accounting. CPA or advanced degree preferred.
- Minimum of 5 years of progressive experience in financial management, preferably in the nonprofit sector.
- Strong knowledge of nonprofit accounting principles, regulations, and compliance requirements.
- Ability to work independently and manage multiple tasks.
- Strict attention to detail and organizational skills.
- Excellent verbal and written communication skills and ability to work closely with members of the finance team, other staff, and outside parties.
- Advanced Excel skills and a high proficiency with data manipulation and consolidation.
- Experience with Sage Intact, preferably.
- Excellent judgment, self-directed, analytical with an openness to work with others.
- Strong leadership skills that promote collaboration and trust.

COMPENSATION AND BENEFITS:

Salary: The salary range for this position is between \$145,000 - \$160,000 (salary is commensurate with experience).

Benefits: Medical, dental, vision, retirement account, life insurance, commuter benefits, flexible spending accounts (FSA) for Medical.