



Job Description

Job Title: Assistant Controller

Department: Finance

Reports To: Senior Director – Finance/Controller

Job Summary: Responsible for the preparation of accurate internal financial statements, coordination of annual financial audit, oversight of budget process, and preparation and filing of the annual IRS informational returns. This position supervises the accounting team (Senior Accountant, Accountant(s) and Accounting Assistant) for CMA.

Job Responsibilities include:

- Assists Senior Director – Finance/Controller with supervising the areas of accounts payable, accounts receivable (misc), general ledger for CMA and provides daily oversight of fiscal operations.
- Financial Statements:
 - Responsible for reporting month end closings, financial statement preparation, and annual audits as assigned
 - Responsible for assigned journal entries, account reconciliations, and related account analysis
 - Reviews staff account reconciliations
 - Oversees miscellaneous accounts receivable billings, and ensures timely and accurate reports are generated from NetSuite related to outstanding balances and aging on each account
 - Responsible for oversight and maintenance of CMA's fixed asset system and all associated reports & analyses, including annual review of fully depreciated items for possible disposal
 - Responsible for maintaining prepaid accounts, details, and reconciliations
 - Ensuring internal controls are properly implemented and followed.
 -
- Budget:
 - Responsible for annual operating, capital and FTE budgets, including acting as main contact and educator for CMA staff and managers
- Taxes and gov't related reports:
 - Gather data, complete, and file annual tax returns (990, unrelated business income, others as assigned).
 - Oversee 1099-MISC and NYS Unclaimed Funds reporting
- Other:
 - Complete surveys and audits as assigned
 - Create, update, and review policies related to Accounting/Finance
 - Provides regular reports to leadership, such as budget variances, FTE reports, etc.

- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
 - All other assigned duties
- Assumes other appropriate responsibilities not noted above.

Requirements:

Education – BS in Accounting

Experience – 5 years of accounting experience

Licensure – N/A

Physical Requirements – 90% sitting 10% standing