



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **CONTROLLER – ASSOCIATION OFFICE**

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### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Controller at the YMCA of Long Island stewards the Y's cause, promoting and protecting the brand and reputation as a global, inclusive organization within the community. The role supports development of the operating budget, manages all accounting functions, administers approved accounting policies and procedures, and ensures preparation of complete and accurate financial statements.

### **ESSENTIAL FUNCTIONS:**

1. Assists in the hiring, training, development and management of support finance department staff.
2. Designs practices, processes, and procedures for strong fiscal management.
3. Maintains an accounting system to accomplish the proper recording and reporting of all operations, transactions, assets and liabilities of the YMCA for all funds.
4. Maintains records, and prepares various internal and external reports, including reports for various federal and state agencies. Prepares the IRS Form 990 tax return.
5. Prepares financial statements required by management, the board, and outside agencies.
6. Serves as resource person to management and program personnel in all matters relating to accounting and accounts payable and navigates differing stakeholder perspectives when making decisions.
7. Facilitates key functions such as annual independent audit. Conducts special internal audits, accounting studies, analyses and cost studies as required. Provides recommendations.
8. Develops and maintains key relationships, including with banks and insurers.
9. Supervises or prepares reconciliations of all YMCA bank accounts on a monthly basis.
10. Coordinates and supervises operating cash flow management.
11. Works closely with IT staff to ensure that computer and software systems provide accurate information and adequate internal controls.
12. Assist with contract compliance and reporting.
13. Other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree in accounting or equivalent, CPA preferred.
- YMCA Multi-Team Leader certification preferred.
- Eight years of experience or more in a supervisory accounting role.
- Possess or working towards an Accounting Designation, such as Certified Management Accountant preferred.
- Understanding of and experience in GAAP.
- Experience in a nonprofit environment preferred.
- Knowledge of banks, banking systems and cash management.
- Knowledge of and expertise with computerized accounting systems.
- Proficient in Excel spreadsheets and able to develop reports with V lookup and pivot charts.
- Understanding of standard business software systems.

### **HOW TO APPLY:**

For immediate consideration, please email a resume, cover letter and salary requirement, indicating your interest and qualifications to [mark.katzenberger@ymcali.org](mailto:mark.katzenberger@ymcali.org)

