

Building Service 32BJ Benefit Funds Job Description Posting Health Fund

Job Title: Assistant Controller
Department: Accounting
Reports To: Controller
FLSA Status: Non-Union/Non-Management-Exempt

Summary:

The Assistant Controller will assist in managing the financial affairs of a group of related Multi-Employer (Taft-Hartley) Benefit Funds; a thorough knowledge of Generally Accepted Accounting Principles (GAAP) for Multi-Employer (Taft-Hartley) Benefit Funds is required. This position will prepare financial analyses including interim and final financial statements, as well as maintain supervision over general accounting. The position reports to the Controller.

Essential Duties and Responsibilities:

- Develops, analyzes, and interprets statistical and accounting information in order to appraise operating results in terms of net assets available for benefits, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
- Assists with the management of the Funds' financial plans, policies and accounting practices.
- Supervises Accounting Department Staff i.e Senior Accountant, Staff Accountant, and Analyst. Evaluates the performance of personnel in the Accounting Department; recommends training requirements; recommends personnel to be hired or terminated from the department.
- Maintains the Funds' system of accounts and keeps books and records on all transactions and assets based on monthly and yearly closing schedules.
- Performs other duties as required to support the department and the Funds.
- Oversees Cash Management.
- Coordinates monthly, quarterly, and year-end closings.
- Responsible for monthly, quarterly, and year-end Financial Statement preparation and review of Work Papers supporting the statements.
- Maintains the library of AccPac Financial Statements, updating and modifying as necessary.
- Maintains General Ledger.
- Review bank reconciliation, investment analysis, fixed assets, prepaid expenses, assets, accruals, lease obligations, and administrative expenses.
- Performing any other relevant, related or pertinent work or duties as requested or assigned by the Controller.

- **Technical Skills:**
- Outlook, Excel, Word, Accounting Software i.e. AccPac, and ADP payroll systems

- **Education and/or Experience:**
- Bachelor's Degree required
- Master's degree (M.B.A.) or equivalent preferred;
- 7-10 years of related Accounting experience and/or training; or equivalent combination of education and experience

Interested candidates should submit their cover letter and resume to: jobpostings@32bjfunds.com. Only those candidates under consideration will be contacted. No phone calls please.