



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

**Job Title: Accounting Supervisor**

**FLSA Status:** Exempt

**Leadership Level:** Leader

**Reports to:** CEO and Vice President of Administration

**Primary Function/Department:** Administration

**GENERAL FUNCTION:**

The Controller is a member of the Sr. Management Team and responsible for the key functions of the Finance and Business Office reporting to and with accountability to the President & CEO. The Controller will oversee the accounting practices of the Association and provide leadership for the business operations of the Y and maintain oversight of the Board approved budget and financial matters.

The Controller will have responsibility for the following areas: financial reporting, business planning, contracts administration, and documentation. The incumbent works with the auditor selected by the Board Finance Committee to complete the annual audit of the Association's financial statements. The Controller is also responsible for the accounts receivable/payables, reconciliations, monthly closings and reporting. As a member of the Sr. Management Team, the incumbent actively participates as needed in meetings with the Board Finance Committee and in a variety of cross department projects and initiatives that advance the Association's mission and strategic plan goals.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

**Caring:** To love others; to be sensitive to the well-being of others; to help others.

**Honesty:** To tell the truth; to be worthy of trust; to have integrity.

**Respect:** To treat others as you would have them treat you; to value the worth of every person, including yourself.

**Responsibility:** To do what you ought to do: to be accountable for your behavior and your obligations. As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

**EDUCATION, KNOWLEDGE, SKILLS & ABILITIES:**

1. Bachelor's degree in accounting, finance, business management or related field.
2. Minimum of 5 years' experience in a management role, overseeing financial operations including the supervision of staff.
3. Minimum of 3 years' experience in administering and ensuring data integrity of a comprehensive accounting System.
4. Comprehensive knowledge of federal and state accounting/financial regulations.
5. Proficient in accounting software, database management and Microsoft Office.
6. Strong interpersonal and communication skills, team orientation and collaborative style, as well as, strong problem-solving skills, detail orientation and accuracy. A professional personal image and the ability to work harmoniously and establish positive relationships with staff, members and the business community are imperative.
7. Must possess a valid driver license and meet the requirements of our insurance company's driver selection criteria.

**REQUIRED CERTIFICATIONS:**

Possess at hire and maintain or obtain within the time period specified:

1. New Employee Orientation – 1 month
2. Child Abuse Prevention Training – 1 month
3. CPR, First Aid, AED, and Oxygen Trainer Certifications – 3 months
4. YMCA Multi-Team Leader Certification, or obtain within 36 months of hire.

**YMCA OF THE USA**

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### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **PRINCIPAL JOB SEGMENTS:**

1. Develops, coordinates and manages oversight of the YMCA of Paterson annual budget.
2. Serves as the staff liaison to the Finance Committee. Prepare monthly financial reports and analysis for presentation at monthly Finance Committee and Board of Trustee meetings.
3. Prepares annual financial statements for Association audit.
4. Maintains oversight of Association accounting practices.
5. Maintains fiscal and corporate records.
6. Manages the preparation of the annual external audit and assist in the presenting information to improve the community's understanding of the Y's mission through the 990 tax return.
7. Maintains oversight of Annual and potential Capital Campaign finances.
8. Supervises and manages the accounting functions of:
  - a. Purchasing
  - b. Accounts Payable
  - c. Accounts Receivable
  - d. General Ledger, Cash Flow, & P&L Statements
  - e. Bank Account and Balance Sheet Reconciliations
  - f. Property and Fixed Asset Accounting
  - g. Leases and Contracts
  - h. Internal Auditing
  - i. Document Retention
  - j. Insurance Renewals
9. Recruits, hires, trains, supervises, schedules, coaches and evaluates staff and volunteers within the Business Office, to provide a safe and enjoyable work environment.
10. Conducts comprehensive annual performance review of staff, recognizing performance and providing counseling, feedback and direction for improving performance.
11. Conducts 90 day review of all new department staff.
12. Assures that Association financial reports are generated as required and distributed to all department heads in a timely manner.
13. Assists department heads in the development of pro forma budgets for potential projects as needed.
14. In compliance with the fiscal management policies of the association, supervises the accounting department to assure timely and accurate recording of all financial data, following generally accepted accounting practices.
15. Ensures that department purchases and expenditures are in accordance with the approved budget.
16. Monitors operating statements on a monthly basis and notify department heads and their supervisors about discrepancies and needed corrections.
17. Prepares and approves department payroll.
18. Serves on the Financial Assistance Committee, track scholarships by department and maintain at budgeted levels.
19. Reviews execution of contracts with vendors and suppliers. Ensure that competitive bidding occurs whenever possible.
20. Maintains and reports on the overall fiscal health of the Association.
21. Analyzes systems and procedures for efficiency and effectiveness.
22. Analyzes operating activities (such as class size, facility usage and events) for efficiency, effectiveness and profitability vs mission. Completed through annual cost study.
23. Assist in the articulation of the Y's mission, values and beliefs through the interpretation of finances.

**The Y: We're for youth development, healthy living, and social responsibility.**



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24. In cooperation with the auditors, assures that:
  - a. Approved internal control processes are followed.
  - b. Accounting staff are complying with proper bookkeeping procedures.
25. Oversees periodic internal audits.
26. Develops strategic financial goals for the association and incorporates into operations.
27. Provides computer support and functions as backup in all business office areas.
28. Responsible for Investment Funds management, ensuring that investment funds are properly used & managed according to fund policies.
29. Along with the President & CEO, serves as a Y representative to the Association's Banking Institutions.
30. Assures that all staff under the incumbent's supervision and all supervisory staff understand and comply with all personnel and other policies developed by the Board of Directors and professional staff. As a member of the professional staff, share responsibility for the administration of the overall Association.
31. Maintains discipline with children during all activities under the guidelines of the YMCA of Paterson Child Abuse Prevention Policy and Code of Conduct.
32. Follows all YMCA of Paterson policies and procedures.
33. Carries-out all aspects of the current strategic plan relative to his/her position.
34. Participates in Association-wide activities and events.
35. Represents the YMCA of Paterson in appropriate professional organizations and committees within the local community, as well as, in statewide YMCA activities.
36. Performs other job-related tasks as requested and necessary.
37. Keeps the President/CEO & Board Finance Committee apprised of matters requiring their attention.
38. Lends support to any other area of Development, as needed.
39. Performs other duties as assigned by VP and CEO,
40. Participates in meetings, groups, coalition, etc. that leverages and expands the YMCA of Paterson's cause, purpose and brand.
41. Participates in Y activities, such as committees, special events, Healthy Kids Day and Annual Campaign and other youth development and food related events,

#### **EFFECT ON END RESULTS:**

The Controller fills a vital role for the YMCA of Paterson. The effectiveness of the Controller will be determined by the degree to which the following goals are met:

1. Association financial databases are kept current and accurate.
2. Required management reports are generated and distributed on a timely basis.
3. Membership, program and donor billings are sent out according to schedule.
4. The association complies with auditors' recommendations on bookkeeping and internal control procedures.
5. The association's investments, capital funding & financial operations are managed in a fiscally sound manner.
6. The Association budget is prepared and managed to produce a positive outcome.
7. Relationships with vendors remain cordial and supportive of the Association's mission.
8. Ongoing communication exists among the Senior Management Team.
9. Leadership, direction and communication are provided to staff and board committees.
10. The President/Chief Executive Officer & Board Finance Committee are kept informed of all matters requiring their attention.