



Title: Assistant Controller

Department: Admin

Location: 68-70 Tuers Ave Jersey City, NJ 07306

Basic Functions: We are seeking an Assistant Controller to become an integral part of our team! You will oversee accounting and financial reporting activities and personnel as well as identify areas of improvement to increase efficiency.

Essential Functions:

- Oversee and coordinate all accounting activities and personnel
- Develop budgets and controls to mitigate risk and increase return on investments
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Provide monthly financial presentations to the senior leadership team including individual operating unit performance discussions
- Provide financial insight regarding trends, risks and opportunities within each business operating unit to the operational leadership as well as coordinating quarterly forecasting process with each business
- Assist HCE leadership in the annual budgeting and planning process
- Administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate
- Support the CFO/Exec. Vice President in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery
- Oversee all grants and grants accounting requirements to ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period
- Collate financial reporting materials for government, corporate, and foundation grants
- Manages collections process for all past due receivables

Employee Qualifications:

- ***Must be vaccinated for COVID-19***
- Previous experience in accounting management or other related fields
- In depth knowledge of QuickBooks and working knowledge on payroll system issues
- Strong leadership qualities
- Strong analytical and critical thinking skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Excel
- Deadline and detail-oriented
- Bachelor's Degree in Finance (or related fields) highly desirable.
- High School Diploma and 5+ years of documented experience working in related field will be accepted in place of BA.

Position is Full- Time

TO APPLY: Contact Joanna Brzeska (201) 434-3303 ext. 147

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