

Cerebral Palsy of North Jersey (CPNJ)

POSITION ANNOUNCEMENT

Title: ***Controller/Business Manager***

Job description and skills/qualifications listed below:

SUMMARY:

The Controller/Business Manager is responsible for supervision and management of the day to day operations and functioning of the business office/finance department. The Controller will work closely with and report to the Chief Financial Officer of CPNJ. He/she will partner with senior program leadership to develop and implement policies and procedures across the organization that provide structure, enhance accountability and improve compliance. The Controller oversees all aspects of financial compliance for government (federal and state) contracts as well as all regulatory bodies. The Controller is responsible for providing monthly and other financial reports and for coordinating internal/external audits,

REPORTS TO: Chief Financial Officer

DUTIES:

- Manage and supervise the day to day activities of accounts payable, cash disbursements, payroll, school district contract and Medicaid billing, cash receipts, general ledger and entity accounting.
- Review, refine, and where necessary implement internal controls, process, policies and procedures to insure timely and accurate recording and reporting of all transactions.
- Manage cash flow to insure the availability of adequate cash to maintain operations;
- Oversee all billing to ensure billing is timely, complete, compliant and accurate.
- Oversee the preparation and distribution of monthly and annual financial statements to senior management, program managers, and other interested parties.
- Manage DOE Fiscal Code requirements
- Manage all aspects of HUD reporting and compliance
- Oversight of all aspects of Representative Payee activity
- Oversees accounting functions of all related entities
- Coordinates audits and the proper filing of tax returns
- Ensures legal and regulatory compliance regarding all financial functions

- Oversees accounting for all donated funds ensuring all funds are recorded appropriately and expended in a manner required by donor and approved by senior management and the Board of Directors
- Supports all department staff by evaluating training/support needs, and provides coaching, counseling
- Provides annual performance evaluations of all direct reports
- Maintains department staff by recruiting, selecting, orienting and training employees
- Provides education and training to program directors/managers to facilitate their understanding of financial information.
- Fosters a culture of Excellent Customer Service throughout the department
- Represents CPNJ to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Assists in the development of the annual operating and capital budgets. Ensures the budget is constructed to include cost centers that accurately reflect current and proposed operations in sufficient detail to facilitate analysis and understanding.
- Works collaboratively with CPNJ program management in the preparation of the budget
- Assists in development of a capital budget to address infrastructure needs in context of available funding
- Ensures all budgets for government contracts, foundation grants, etc. are prepared on-time, approved and followed-up with timely expenditure reports
- Performs other related functions as assigned by Chief Financial Officer.

KNOWLEDGE/SKILLS/ABILITIES:

Extensive knowledge of the generally accepted accounting principles, project and people management, accounting, budgeting, cash management, grant accounting, relevant state and federal statutes, rules and regulations governing fiscal management of a non-profit organization. Working knowledge of computerized accounting systems and knowledge of MS Excel and Word;

Ability to adhere to program criteria as established by funding sources; communicate effectively both verbally and in writing; represent CPNJ to outside sources; organize work activities and supervise staff; establish and maintain proper working relationships with staff at all levels, members of Board of Trustees, funding source officials, and representatives of outside agencies; respect and maintain confidentiality; maintain a safe working environment adhere to ethical standards, personnel policies and procedures and standard health precautions

QUALIFICATIONS:

Bachelor's degree in accounting, finance, economics or other relevant discipline. The preferred candidate will have recent experience with either New Jersey Department of Education Fiscal Code for Approved Private Schools for Students with Disabilities (APSSD) or New Jersey Division of

Developmental Disabilities rules, regulations and procedures. CPA is a plus. At least ten years of experience in the field of accounting including five years' experience in the non-profit sector; at least three years of experience in a supervisory or controller capacity; or an equivalent combination of education and experience. Should have experience gathering and evaluating financial information and making actionable recommendations to senior leadership. He/she will ideally have experience managing finance (accounting, budgeting, control and reporting) for a complex non-profit with multiple funding sources including government contracts and foundations. Fingerprint examination and approval by the State of New Jersey.

Resumes should be forwarded to: dmathews@cpnj.org