



## **JOB ANNOUNCEMENT: CONTROLLER**

Hazon works to create a healthier and more sustainable Jewish community and a healthier and more sustainable world for all. Hazon is based in New York City and at the Isabella Freedman Jewish Retreat Center, in Falls Village, CT, and has staff in San Francisco, San Diego, Boulder, Denver and Philadelphia. For more information on who we are and what we do, visit our website at [www.hazon.org](http://www.hazon.org).

Hazon seeks a dedicated professional with nonprofit finance experience to serve as Controller. Working as part of the Finance and Administration Department, this position will be supervised by the Chief Financial Officer.

### **Responsibilities:**

#### *Financial Operations*

- Implement and/or create fundamental accounting policies and procedures.
- Manage day-to-day accounting and cash flow maintenance, including payroll processing, accounts receivable and collections, and accounts payable distributions.
- Liaise with the registration department and bookstore to reconcile daily activity.
- Oversee the continuing systems integration process due to our recent merger.
- Supervise bookkeeping staff.

#### *Financial Reporting*

- Prepare financial statements including income statement and balance sheet on a monthly basis for use by department managers and Hazon's professional and lay leaders.
- Liaise with the development department to support grant compliance, prepare grant applications and ensure proper reporting.

#### *Internal Controls*

- Oversee internal controls throughout the organization and recommend improvements for future policies.
- Conduct internal audits as appropriate.
- Maintain, enhance, and oversee systems for record-keeping to prepare for annual external audit.

This position is based in New York City or Falls Village, CT.

**Qualifications**

- Demonstrated financial management experience including administration, reporting and controls.
- Hands-on experience with non-profit accounting and audit procedures.
- Quickbooks experience necessary. Familiarity with Luminare CRM and Lightspeed a plus.
- Excellent organizational and problem-solving skills, including the capacity to coordinate details, multi-task, and generate creative and efficient solutions.
- Ability to communicate and negotiate well with external vendors, staff, volunteers and participants.
- Bachelor's Degree finance, accounting, or nonprofit management. Master's Degree or equivalent preferred but not required.

**Salary range:** \$60,000 to \$80,000 dependent on experience and work location

**To apply**

Email a resume and thoughtful cover letter stating how you heard about this opportunity to [jobs@hazon.org](mailto:jobs@hazon.org), subject line "Controller". Applications will be reviewed on a rolling basis until the position is filled.