

The Lower East Side People's Mutual Housing Association, Inc. COMPTROLLER

Summary

Responsible for the accurate maintenance of all records of financial transactions for the corporation.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Verify and review details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts

Make journal entries and adjustments to general ledgers

Compile reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business

Compute and prepare monthly management fee invoices and other invoices related to service contracts, including intercompany invoices

Track and make all fund transfers between corporation and other entities, and balance all interfunds and intra-company transfers

Complete records to or through trial balance

Review and verify accuracy of bank reconciliations, schedules and financials

Prepare and disburse electricity bills for 8th and C HDFC, including collections of payments

Prepare yearly budgets and year-end reports for all entities

Prepare Monthly, Quarterly and Annual Reports for tax credit projects for City, State and syndicators

Review and/or dispute all water charges

Supervisory Responsibilities

Directly supervise accounts payable, accounts receivable and bookkeeper positions. Keep open communication with employees in regards to work load, priorities and responsibilities. Review employees yearly and suggest pay increases.

Salary	\$72,000 Annually
Benefits	Health and Dental Insurance, Paid Sick and Vacation Days
Schedule	Full-time – Monday to Friday 9am to 5pm, in-person
Education/Experience	Bachelor's Degree in Accounting preferred Minimum 5 years bookkeeping and supervisory experience Must possess strengths in written and verbal communications A solid understanding of Generally Accepted Accounting Principles (GAAP) and accounting pronouncements

For interested applicants please email your resume to **ronag@lespmha.org**