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**JOB POSTING
OFFICE OF HUMAN RESOURCES
October 24, 2022**

POSITION: Assistant Controller

DEPARTMENT: Finance

REPORTS TO: Controller

DIVISION: Finance

HOURS: Exempt, Full-Time, 35 hours per week, Monday – Friday
Flexible Work Arrangements Available

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

GENERAL DESCRIPTION: The Assistant Controller is responsible for assisting the Controller of the College with financial accounting and reporting as well as assisting other functions within the Finance Department of the College.

SPECIFIC RESPONSIBILITIES:

- Financial accounting including receivable subsidiary maintenance, fixed asset management, investment valuation, accrual reconciliation, debt management, gift accounting recognition, revenue classification, general ledger reconciliation and variance analysis.
- Financial reporting in compliance with GAAP, implementation of accounting pronouncements, fair value reporting, financial disclosures, federal and state grant compliance, tax exempt bond compliance and alternative investment monitoring and due diligence.
- Assist with annual external financial statement audit, audit on Federal awards and retirement plan audit.
- Preparation of tax return filings including exempt organization business returns.
- Assist with budget control, ratio analysis, financial dashboard reporting and financial projections.
- Review of bi-weekly payroll.
- Assist the payroll function with multi-state compliance, compliance with employment rules and regulations and reporting.
- Assist with the accounts payable function when needed.
- Maintain professional and technical knowledge, contribute to organizational effectiveness, and assist with the establishment and maintenance of internal accounting and operational controls.
- Other duties as assigned by the Controller.

QUALIFICATIONS:

Bachelor's degree in accounting with 2 to 3 years of experience. Master's degree or CPA preferred. Public accounting experience is a plus. Other requirements include proficiency in Microsoft Office, excellent organizational and interpersonal skills, ability to exercise professional judgment, adapt quickly to change and ability to work within a collaborative decision-making arena.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.