The Resource Center (TRC)

The Resource Center of Jamestown and Dunkirk, NY has an immediate opening for a Controller. Reporting to the Director of Fiscal Services, the Controller:

- implements and manages established fiscal systems, policies and procedures of TRC and affiliated HUD entities;
- assists the CFO in all required processes of accounting, reporting and financial operating activities;
- ensures the accuracy and timeliness of payments for purchases, payroll processing, and financial statement processing;
- provides advice to Agency management related to accounting policies and practices;
- participates in planning and implementing new or necessary strategies.

Required Knowledge, Skills and Abilities

The successful candidate must possess/bring:

- Strong leadership skills and abilities in order to assist with the direction of varied and unique program operations;
- A firm understanding of GAAP;
- An extensive knowledge of all applicable State and Federal regulations, plus a working knowledge of healthcare regulatory codes and reimbursement methodologies, labor statues, and general business operations;
- Demonstrated competence and experience in being accountable for major functions of financial services and ethical decision making;
- Strong administrative, organizational, and analytical skills;
- A self-directed style and ability to initiate and manage multiple responsibilities;
- Excellent verbal and written communication skills across internal/external channels;
- Ability to supervise and foster a cohesive team environment;
- Ability and willingness to seek and learn new technology;
- Flexibility and willingness to work extra hours to meet customer need;
- Experience with individuals with disabilities is helpful.

Education and Experience

Master's Degree in Accounting, Business Administration, or related field, plus two (2) years of comprehensive financial experience in business operations, one (1) of which must be administrative/supervisory in nature; **OR** Bachelor's Degree in Accounting, Business Administration, or related field, plus four (4) years of comparable experience, two (2) of which must be supervisory in nature. Certified Public Accountant is preferred.

Interested candidates can view more information and **apply online** at: https://resourcecenter.org

You may also feel encouraged to contact: Rich Koerner, Human Resources Consultant
rkoerner@trueleaders.net

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