



JOB DESCRIPTION

JOB: Controller

REPORTS TO: Chief Financial Officer

STATUS: Full-Time

SUMMARY OF POSITION

The Controller is responsible for ensuring the integrity of all accounting systems and transaction processing. The Controller will achieve all department and job related functions within established time frames.

ESSENTIAL FUNCTIONS

- Establish and maintain standard operating processes for accounts receivable, invoicing, accounts payable, and other financial transactions to ensure accurate processing of transactions within an effective system of internal controls.
- Oversee the development and maintenance of uniform, accurate and complete financial records for all BNMC affiliated operating companies.
- Provide accurate monthly financial statements and budget variance reports as required by the Chief Financial Officer and Board. Identify significant variances and present suggestions for improvement.
- Proactively inspect and audit business processes, financial transactions and reporting throughout the year to manage risk, identify opportunities to improve efficiency, cost-effectiveness and productivity.
- Oversee the analysis and preparation of job cost and grant reports.
- Review and approve vouchers and invoices, seeking input from co-workers as required.
- Oversee payroll and employee time allocation charge back processes.
- Ensure requests and questions are answered in a service-oriented manner within the timeframe requested and without error.
- Oversee the processing of bank transfers to support accounting activity and the monthly reconciliation of all accounts. Ensure errors are researched and resolved within three business days.
- Establish a plan for month-end and year-end work to be performed including time frames and responsibilities to create an adequate system of checks and balances within BNMC.
- Perform accounting functions to create month-end and year-end financial statements, tax returns and other work papers.
- Review and submit to the Chief Financial Officer information required for maintenance of BNMC insurance policies.
- Other duties as assigned by BNMC management/executive team.

SUPERVISORY RESPONSIBILITIES

- Direct supervision exercised over Accounting department staff.
- Set goals that are specific, measurable, aligned with company goals, realistic, and time-driven (SMART) for each employee.
- Follow the annual performance review process. Measure performance as compared to annual goals at least monthly to maintain focus and monitor progress.
- Empower individuals and ensure employees receive ongoing challenges to increase skills and competencies. Check for understanding and assist individuals in problem solving in a timely manner.
- Coach employees consistently to reinforce positive behavior and to develop strengths and innate talent.
- Address performance deficiencies immediately.

ORGANIZATIONAL VALUES:

BNMC is a team environment that fosters intelligent risk-taking to build a community of change makers & develop innovations that advance our city. Core values any member of the BNMC team must embrace include:

- Be inclusive and collaborative
- Drive positive change
- Work on behalf of others
- Imagine possibilities
- Act sustainably and equitably
- Teach, learn from, and respect each other
- Be passionate

QUALIFICATIONS:

Education and/or Experience Requirements

- Bachelor's Degree in Accounting with MBA or CPA preferred.
- Minimum of 7 years of diverse work experience. Prior experience with commercial real estate and non-profit experience preferred.
- Minimum of 3 years of leadership experience with experience in coaching and developing employees.

Other Requirements

- Ability to provide exceptional quality service to external and internal customers.
- Exceptional interpersonal communication skills.
- Strong analytical and organizational skills, and attention to detail,.
- Positive attitude, dependable, self-starter.
- Ability to handle stressful situations.
- Exceptional understanding of Microsoft Word, Excel, and Outlook; Internet applications and Sage accounting software.
- Knowledge of accounting principles and practices, banking, and the analysis and reporting of financial data.

- Problem-solving abilities with the capability to manage individuals and groups to an end result.
- Ability to apply logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

ABOUT THE BNMC

The Buffalo Niagara Medical Campus, Inc. (BNMC) is the umbrella organization created in 2001 by the institutions located within the Medical Campus to address shared issues and opportunities. The BNMC is led by a dynamic team dedicated to driving positive change in our community through collaboration and urban revitalization. We support regional development beyond the Medical Campus boundaries as well as the opportunity to enhance diversity and inclusion.

Our organization fosters conversation and collaboration among our member institutions, their 16,000 employees, and the community; coordinates activities related to sustainable planning, development and enhancement of our 124-acre space; and works to create a distinct, innovative environment that provides opportunities for entrepreneurship and active and healthy living.

BNMC, Inc. is an equal opportunity employer. Interested and qualified individuals from underrepresented populations and/or who live within a 1-mile radius of the Medical Campus are encouraged to apply. The position includes competitive salary and benefits. More information on the Buffalo Niagara Medical Campus can be found at www.bnmc.org.

HOW TO APPLY:

Deadline to apply is Friday, October 12th. Interested candidates should email a cover letter (1 page) and resume to employment@bnmc.org. Please note that applications will be reviewed as they are submitted. We thank all applicants; however, only candidates selected for an interview will be contacted. No phone calls please.