

Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: **Controller**

Reports to: **Chief Executive Officer**

POSITION SUMMARY:

The Controller ensures the organization's financial operations are accurate, compliant, and well-managed. This role focuses on financial reporting, budgeting support, and day-to-day financial administration.

The Controller is responsible for ensuring accurate financial reporting, regulatory compliance, and sound fiscal administration. This role focuses on operational financial management, internal financial controls, and budgeting support to ensure the organization's financial systems function efficiently and transparently.

The Controller works closely with the COO, CEO, leadership team, financial consultants, and board finance committee to provide reliable financial data that supports informed decision-making.

In keeping with ReUse's values, the Controller will be willing to work with diverse program participants by supporting a positive mentoring environment, including these 5 key areas:

Financial Operations

- Oversee accurate accounting records and financial systems
- Manage monthly and annual financial close processes
- Ensure accurate accounts payable, receivable, and external payroll processes
- Supervise finance and hr support staff, including a full-time bookkeeper

Financial Reporting

- Prepare monthly financial reports for leadership
- Maintain compliance with grant requirements and reporting to granting agencies
- Support preparation of materials and lead presentations for the board finance committee
- Assist external accountants during audits and tax filings

Budget Management

- Lead budget preparation processes for oversight and review by Finance Committee and Board of Directors
- Track spending against budget
- Provide variance reports to department leaders

Compliance and Controls

- Ensure adherence to financial and hr policies
- Maintain and adhere to internal financial controls
- Manage compliant regulatory filings and documentation
- Manage benefits administration, including insurance vendor relationships, reporting, and staff communications
- Ensure organizational finance and HR policies comply with state and federal requirements, including paid time off, compensation, and safety requirements.

Cash Management Support

- Monitor cash balances with projections, and flag any potential concerns
- Draft budget models and projections and coordinate financial estimates
- Provide reporting inputs for cash forecasting conducted by senior leadership or external advisors

ADDITIONAL DUTIES & RESPONSIBILITIES:

- Identify opportunities to improve financial systems and operational financial efficiency
- Maintain financial software and reporting tools
- Support implementation of best practices

REQUIRED QUALIFICATIONS:

- 5+ years of financial management or accounting experience
- Strong knowledge of accounting principles and financial reporting
- Experience with nonprofit finance preferred

- Strong attention to detail and organizational skills
- Clear and regular communication to financial and leadership team

CORE COMPETENCIES:

- Financial accuracy and integrity
- Operational financial management
- Budget monitoring and reporting
- Compliance and risk awareness
- Collaborative team support

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

\$75,000-\$85,000 annual salary depending on experience. Finger Lakes ReUse is an Equal Opportunity Employer. Finger Lakes ReUse offers competitive compensation, health and retirement benefits, and a collaborative work environment. We provide opportunities for personal and professional advancement, including professional development training opportunities and promotions from within.

Please email a letter of interest and resume to: jobs@fingerlakesreuse.org **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850.

APPLICATION CLOSING DATE: Applications will be accepted until the position is filled.

ABOUT US:

Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups, and is an equal opportunity employer. Candidates who share our commitment to creating an inclusive community are encouraged to apply.

Finger Lakes ReUse is a charitable non-profit organization with a mission to enhance community, economy and environment through reuse. We work to engage diverse representation from the community in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two locations open daily to the public (the Cayuga ReUse Center – 2309 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd). Main offices located at 214 Elmira Rd. Purchases help support community programs including the ReSET job training program and the ReUse Materials Access Program, providing materials to people facing crisis.

