



Controller

Westchester Jewish Community Services (WJCS) is a large, not for profit, organization with headquarters in White Plains, NY. We are currently searching for a full-time, 35 hours per week, Controller to work in our Headquarters office in White Plains, NY. Under the general supervision of the Chief Financial Officer, the Controller supervises accounting staff and has overall responsibility for the operation of the accounting department. Other responsibilities include supervising accounting, pre-auditing and auditing operation; supervising a staff of professional accountants who in turn supervise a number of junior accountants, bookkeepers and clerical staff; overseeing the transaction components of the General Ledger including cash receipts, cash disbursements and general journals.

The ideal candidate must possess a Bachelor's Degree in Accounting, Business Administration or Finance. Must have Five years of supervisory accounting experience and knowledge of computerized accounting and payroll systems. Good knowledge of the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting; ability to apply established accounting and auditing principles and techniques.

At WJCS values our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the Controller position please e-mail your resume with cover letter to Mrivera@wjcs.com.

Our address is 845 N. Broadway, White Plains, NY 10603.

Visit our home on the web at www.wjcs.com. WJCS is an equal opportunity employer.