Capital Workforce Partners (CWP) is seeking a Controller to assume hands-on responsibility for a variety of complex financial management functions related to state and federal employment/training grants and philanthropic awards, ensuring compliance with governmental and funder-imposed regulations.

Why might you want to join us?
CWP is a $26M non-profit organization. As the state's regional Workforce Development Board in North Central Connecticut, Capital Workforce Partners helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. Our organization is guided by a Consortium of the region's chief elected officials and by representatives from business, education and labor serving on our Board of Directors. CWP invests in youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network. If you share our values and are passionate about our mission, read on!

What will the Controller do?
The person in this position will have hands-on day to day responsibility for the finance functions of CWP. The Controller will compile and ensure timely filing of monthly, quarterly, and close out reporting as required by grantors/funders, assist the Chief Administrative Officer (CAO) in preparing financial statements in accordance with Generally Accepted Accounting Principles, and work with Program Managers to review actual vs. budgeted expenditures for all grants/contracts. This position involves monitoring expenditures against fund availability and serving as the point person for annual year-end financial and single audits. The Controller will also assist with formulation of the annual organizational budget, development of internal financial controls, and maintenance of CWP’s Fiscal & Administrative Policies & Procedures Manual. The individual will coordinate financial sub-recipient monitoring activities including periodic desk reviews.

As well, the Controller will be the point person for the general ledger maintenance of the accounting system and will work closely with Human Resources on payroll related matters. In addition, the Controller will coordinate with the Department of Labor (DOL) et al. to ensure appropriate grant management and coordinate 401(k) reporting to the third-party administrator. Lastly, the Controller will prepare timely and accurate management reports (compliance, year-end financial) for senior management.

This job could be for you if you possess:
• Expert proficiency in Abila, formerly known as MIP Funding Accounting; proficiency in Excel, Paylocity.
• Extensive knowledge of federal regulations pertaining to Federal Uniform Guidance and DOL exceptions thereto.
• Solid accounting and financial management skills based on generally accepted accounting principles.
• High degree of attention to detail and accuracy.
• Ability to understand and interpret complex statutory, regulatory, and policy documents.
• Strong written and verbal communication skills.
• Ability to multi-task, meet established time frames and work in a fast-paced environment.
• Ability to maintain positive working relationships both internally and externally.
• Bachelor’s degree in Accounting/Finance; Master’s Degree and/or CPA preferred.
• Previous experience with Federally Negotiated Indirect Cost Rate proposals.
• Ten (10) or more years of general ledger and financial statement work experience in a non-profit environment with supervisory experience required.

Are we talking about you?
If so, please send your resume, salary requirement, and a cover letter by Friday, August 21, 2020 to: CWP, 1 Union Place, Hartford, CT 06103; or hr@capitalworkforce.org. Applications will be reviewed on a rolling basis prior to application deadline.

We offer a competitive salary and benefits package. Capital Workforce Partners is an Equal Opportunity Employer M/F/D/V committed to a diverse work force. Please visit us at our website: http://www.capitalworkforce.org/