



## Job Opening

### **Controller**

#### **Reports to the Publisher**

Develops and monitors operating plans, policies, and pricing related to finance, sales, and circulation. Responsible for all accounting, budgeting, sales, costing and financial reporting. Provides the regulatory, operational, and statistical information necessary to satisfy both internal and external auditing and reporting requirements. Plans and implements programs for general operating efficiency. Serves as a resource for the AA Grapevine Corporate Board (GVB). Serves as liaison with AAWS and the General Service Board as member of the Retirement Committees, and as a resource for the Audit committee and the Trustees' Finance Committee.

#### **Job Duties**

- Ensures the maintenance of a comprehensive system of financial reporting and the timely issuance of accurate periodic reports, including, but not limited to, month-end closings, quarterly and yearly income statements, variance reports and balance sheets; presents and relays financial reports to the Publisher, the GVB, other committees and staff and provides support to them on financial and control matters.
- Administers the development of the financial planning and budgeting systems for the corporation; prepares yearly operating budget for Grapevine and La Viña in conjunction with Publisher; reviews all business strategies and long-range plans considering established objectives and evaluates the financial implications of such plans.
- Payroll – works with HR and Payroll manager as needed.
- Accounts Payable - pays all invoices from all vendors. Also monitors all invoices approvals by the manager responsible for that vendor.
- Monitors cash inflows and uses daily to ensure that there is adequate working capital. Performs bank reconciliations.
- Responsible for yearly and quarterly sales tax filing in New York State and Canada.

# AA GRAPEVINE, Inc.

- Reviews the reports and examinations of internal audit system and external auditors and directs action to correct deficiencies or to access improvement opportunities when indicated.
- Reconciles circulation reports, the corporation's subscription liability, and its cash control balances.
- Oversees all postal permits/USPS activities and issues the annual statement of ownership.
- Prepares historical analyses and financial forecasts as needed.
- Provides leadership at all levels to the financial function of AA Grapevine, Inc. including the website and online catalog.
- Plans and directs internal audit functions and acts as the primary liaison with organizations outside auditor, providing appropriate information as requested.
- Manages ongoing contact with vendors including banks, brokers, printers, warehouses, fulfillment and other vendors.
- Interacts with all departments to assure that each has access to the information and reports it needs to manage its affairs; assists each department in preparation of budgets and in the analysis of departmental financial performance and results.
- Develops and implements the accounting procedures, cost controls, and systems necessary to properly and accurately record the financial activities, transactions, and performance.
- Plans, oversees, and monitors all AA Grapevine insurance programs including, but not limited to, general liability insurance, Director's and Officer's liability insurance, and all insured employee benefit and welfare programs.
- Attends business functions and corporate events, when appropriate, representing the corporation.

## **Requirements**

Bachelor's Degree in accounting.

10 years as a senior level accountant.

5 years' experience in magazine publishing.

# AAGRAPEVINE, Inc.

This is a permanent full-time position eligible for a hybrid schedule. All employees are required to be in the office at least two days per week.

As Covid-19 continues to pose a significant threat to employees and their families, GV is compliant with the NYC vaccine mandate for private businesses and requires all employees to demonstrate proof of at least one dose of vaccination upon hire.

## **Pay and Benefits**

This salaried, exempt position with compensation competitive in the non-profit industry in New York City.

The organization offers robust health benefits such as medical, dental, vision, health reimbursement account, long and short-term disability, and life insurance. Additional benefits include a 403b plan with employer contribution, tuition reimbursement program, and salary continuation program all of which are available after 12 months of service.

## **Applying**

Please submit your resume and cover letter to [resumes@aagrapevine.org](mailto:resumes@aagrapevine.org).

AAGV, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified candidates are encouraged to apply.

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