



## Open Position Posting

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### **Organization Description:**

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to thousands of children with serious illnesses and their families annually – all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn, in dozens of hospitals and clinics, directly in camper homes and communities and through other outreach activities across the Northeast and Mid-Atlantic.

### **Position Title:**

Accounting Manager-Controller

### **Work Schedule:**

Full-Time

### **Location:**

Hybrid – New Haven, CT

### **Position Description:**

Responsible for the timely and accurate processing of accounts payable, biweekly payroll, all payroll-related functions and all benefits administration. Make journal entries to record receipts and disbursements. Remit 403(b) contributions, process enrollments and record expenses. Review medical, dental and life insurance forms for completeness, enroll employees, and process changes and separations. Perform all state and federal agency compliance-related tasks for payroll, insurance, and 403(b). Prepare monthly close and assist CFO with accounting tasks as required.

### **Our Accounting Manager-Controller can expect to...**

- Receive and verify invoices for completeness, authorization, and accuracy. Follow up on and resolve any detected discrepancies or questions.
- Code and select invoices for payment, process weekly check runs, mail checks, and file check stubs and vouchers for all accounts.
- Review and distribute corresponding sections of the monthly American Express invoice to respective cardholders, follow up when necessary and code expenses by cost center.
- Order and cancel American Express cards for incoming and separating staff and handle fraud detection inquiries from American Express.
- Order checks, envelopes and 1099 forms.
- Process, print, and mail 1099 forms to contractors and required government agencies.
- Make internal cash transfers and queue up wires at the request of the CFO.

- Record all receipts and disbursements in the cash book and make appropriate journal entries.
- Reconcile the monthly bank statements and process the monthly close.
- Process biweekly payroll for seasonal and year-round staff including wellness, copay, and deductible reimbursements and track paid and unpaid leave.
- Review and respond to state and federal tax notices, and keep current on and implement state and federal compliance changes including those for state paid leave and 403(b) contribution limits.
- Review and mail W-2 forms for year-round and seasonal staff.
- Review, generate, and file Affordable Care Act documents for annual distribution.
- Generate and mail annual compensation letters.
- Track tuition reimbursement requests and cap at annual maximum allowable amount.
- Print and record program-specific donations and record all donations in-kind in the general ledger.
- Update and remit biweekly TIAA contribution list and enroll staff after one year of service and as appropriate.
- Prepare staff census for insurance bids, work in conjunction with CFO to determine cost-effective plan design, and communicate changes from the current plan and open enrollment period to staff.
- Manage insurance enrollments, changes, and terminations for medical, dental, life and long-term disability and respond to all employee questions regarding coverage status and reimbursements.
- Seek continuous improvements in financial operations (e.g. automation of processes).
- Document all procedures and develop SOPs.
- Assist with preparation of audit workpapers.
- Perform additional duties as assigned.

### **Our Accounting Manager-Controller should have...**

- Five or more years of experience working with accounting software.
- Experience with Blackbaud products (Financial Edge NXT, Raiser's Edge NXT), ADP, Salesforce and Employee Navigator.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Sound knowledge of accounting principles, standards, and regulations.
- Excellent organizational skills and detail-oriented with a passion for accuracy.
- The ability to work collaboratively with other departments.
- Excellent verbal and written communication skills.
- A proficiency with Microsoft Office Suite.
- The ability to operate a computer for extended periods of time with appropriate breaks.
- A valid driver's license and driving record which meets HITWG insurance carrier requirements.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the provided link. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.