



BCAT seeks Controller

Buffalo Center for Arts and Technology (BCAT) is seeking a part-time Controller. At BCAT, the Controller is responsible for overseeing the financial operations of the organization and ensuring sound fiscal management in alignment with nonprofit best practices. This role provides strategic leadership in budgeting, financial reporting, grants management, compliance, and audit coordination. Reporting directly to the CEO and potentially supervising a future finance team, the Controller serves as a key member playing an essential role in maintaining the organization's financial health, integrity, and sustainability. The Controller must combine technical accounting expertise with strong leadership skills and a thorough understanding of nonprofit finance.

Salary: \$55 - \$60 / hr

Key Responsibilities:

Financial Reporting and Analysis

The Controller prepares, analyzes, and presents accurate and timely financial statements, including income statements, balance sheets, and cash flow reports. They interpret financial data to identify trends, inform strategic decisions, and guide organizational leadership in financial planning and sustainability efforts.

Budgeting, Forecasting, and Cash Flow Management

Leading the organization's budgeting process, the Controller collaborates with department heads to develop and manage annual budgets, monitor financial performance, and forecast future financial needs. They ensure the organization maintains sufficient liquidity and proactively identify potential cash flow challenges to ensure ongoing operational stability.

Grants Management and Compliance

In collaboration with the Grants Coordinator, the Controller oversees the financial aspects of grant applications, budgeting, compliance, and reporting. They ensure that all grant-related financial activities align with funder requirements and regulatory standards, maintaining accurate records and fiscal accountability.

Accounting Operations

The Controller manages all accounting functions, including accounts payable, accounts receivable, payroll, and general ledger management. They ensure the accuracy of financial transactions and maintain organized financial records that support operational efficiency and audit readiness.

Audit Coordination and Internal Controls

The Controller coordinates both internal and external audits, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and other regulatory standards. They develop and monitor internal controls to safeguard organizational assets, promote transparency, and prevent fraud.

Financial Policy Development and System Management

Working with the leadership team, the Controller develops, implements, and updates financial policies and procedures that promote responsible fiscal management. They contribute to the selection, implementation, and maintenance of accounting software and financial systems that enhance accuracy and reporting capabilities.

Organizational Compliance and Regulatory Reporting

The Controller ensures full compliance with all tax regulations, federal and state reporting requirements, and nonprofit financial standards. They maintain awareness of changes in regulations and accounting practices and advise leadership on necessary adjustments.

Skills and Qualifications:

- Bachelor's degree in Accounting or Finance required; Master's degree or CPA certification preferred
- Minimum of five years of proven experience in nonprofit finance management

- Strong knowledge of nonprofit-specific accounting practices, including fund accounting and managing multiple funding sources
- Experience managing financial audits, tax preparation, and regulatory compliance.
- Proficiency in nonprofit accounting software (e.g., QuickBooks) and Microsoft Office Suite
- Demonstrated ability to analyze financial data, prepare detailed reports, and offer actionable insights
- Strong project management skills with the ability to manage multiple priorities and meet deadlines
- Exceptional written and verbal communication skills, with the ability to effectively convey complex financial information to both financial and non-financial stakeholders
- Leadership experience in supervising finance staff or teams preferred
- Strong attention to detail, analytical thinking, and problem-solving abilities

Interested candidates should submit a resume, cover letter and three references with names and contact information to cpuccia[@]bufcat.org. Applications will be accepted until the position is filled.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Additional Information:

This job description is intended as a general outline of responsibilities and expectations for the Grants Coordinator position. At BCAT, we recognize that organizational needs evolve, and job responsibilities may shift over time. Staff members are encouraged to discuss any questions regarding their job description or duties with their Supervisor.