

Controller

CPWR–The Center for Construction Research and Training, (www.cpwr.com) a non-profit 501(c)3 with multiple federally-funded grants seeks a degreed (CPA-preferred), self-starting, highly organized, hands-on controller responsible for fiscal administration and compliance of government grants and contract awards, including relationship with subcontractors.

CPWR is the research, development and training arm of the North America's Building Trades Unions. We are located in downtown Silver Spring, Maryland, convenient to Washington, DC, with accessible public transportation (Metro, MARC) and public parking. CPWR partners with key federal, industry, academic, and worker organizations nationwide to reduce occupational injuries, illnesses, and fatalities in the construction industry. This position will oversee the day-to-day accounting and administrative tasks, including supervision of three to four staff.

CPWR utilizes Deltek Costpoint and Concur. Payroll is done from Costpoint to ADP.

Responsibilities:

- Preparation and execution of the annual CFR 200 audit including all audit work papers.
- Reconcile all G/L monthly accounts including billings, J/E, C/Rs, etc.
- Bank reconciliations.
- Prepare monthly F/S.
- Prepare monthly internal and government financial reports.
- Prepare monthly analysis of federal receivables and payables.
- Supervise three to four staff; assign, track and approve work tasks.
- Approve weekly A/P, Drawdowns, and P/R including pension and 401(k).
- Draw down federal funds.
- Verify accuracy of all A/P, A/R and C/R postings.
- Prepare budgets for proposals.
- Provide up to date information to directors and senior management.
- Provide administrative support for all grant applications.
- Provide administrative support for HR, business insurance, compliance testing and IT.

Requirements:

- Previous experience with CFR 200 Requirements. Proficiency in Excel required.
- Working/Advanced knowledge of Deltek Costpoint important, but not necessarily required.
- Working/Advanced knowledge of Concur Software important, but not necessarily required.

Must have previous management experience.

CPA or prior auditing experience strongly preferred.

Excellent verbal and written skills required.

CPWR—The Center for Construction Research and Training does not sponsor applicants for work visas.

Compensation Package:

Salary is based on qualifications and prior experience.

Exceptional benefits package including:

- Employer paid participation in the United Healthcare medical, dental, vision and life insurance plan for employee and all dependents, ***at no cost to the employee***
- Employer paid participation in the AFL-CIO defined benefit pension plan (vesting after 3 years)
- Participation in the AFL-CIO 401(k) plan with Employer match
- Paid vacation and sick leave
- 13 paid holidays each calendar year
- Flexible work schedule, relaxed work environment
- 35-hour work week
- Hybrid schedule – 3-4 days in office, 1-2 remote (subject to change)

Equal Employment Opportunity.

To Apply:

Email resume and cover letter to jobpostings@cpwr.com. Include Controller and applicant name in the subject line.

The cover letter must describe your experience relevant to the job duties outlined above ***and the expected salary range***. CPWR will contact eligible candidates.