



**Position:** Controller, Brooklyn Chamber of Commerce  
**Reports to:** Chief Financial Officer, Brooklyn Chamber of Commerce  
**Position:** Full-Time (Exempt)

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### **Position Overview**

The Controller of the Brooklyn Chamber of Commerce is a newly created position to focus primarily on government contract finances and reporting, and in managing finances of the Brooklyn Alliance Capital.

### **About the Brooklyn Chamber of Commerce**

The Brooklyn Chamber of Commerce (BCC) is among the largest and most influential business advocacy organizations in New York, having spent the last 103 years developing and promoting policies that drive economic development and advance its members interests. The BCC provides resources, programs, tools, and direct support to businesses so that they can continue to expand and grow and serves as the economic engine for the entire borough. **The Brooklyn Alliance** is the economic and workforce development arm of the Brooklyn Chamber of Commerce. Founded in 1967, the Brooklyn Alliance provides borough-wide programming and serves diverse populations with business resources and opportunities, including Brooklyn Business Solutions, a suite of services offered in partnership with the NYC Department of Small Business Services (SBS).

### **About the Brooklyn Alliance Capital**

Founded in 2017, Brooklyn Alliance Capital (BAC) is the Community Development Financial Institution (CDFI) lending affiliate of the BCC, offering micro loans to small businesses that typically do not qualify for commercial bank loans. The BAC provides financing and education to minority and immigrant entrepreneurs, and low-income small business owners to increase economic opportunity and create jobs for the community. For most of its short history, the BAC lacked both the capital and the capacity to significantly scale up its microlending activities, though it is now poised to significantly expand, providing capital and programs designed to assist small businesses throughout Brooklyn with reopening and recovery.

## **Specific Responsibilities**

The Controller will be responsible for the following duties:

- Manage the day-to-day accounting and loan operations of the Brooklyn Alliance Capital
- Manage the accuracy and day-to-day activities of accounts payable, cash disbursement, and payroll
- Manage all government grants and contracts including monthly reporting, budget modifications and other compliance matters
- Monthly general ledger review and reconciliation including inter-company reconciliations
- Prepare monthly Profit and Loss and cash flow report for the three related organizations
- Oversee bi-weekly payroll processing and recording of necessary journal entries
- Maintain the Chart of Accounts
- Maintain a system of controls over accounting transactions
- Interface with outside audit firms, insurance brokers, credit card companies and vendors
- Maintain a documented system of accounting policies and procedures
- Other duties as necessary

## **Qualifications**

### Education and Experience:

- Bachelor's Degree from a four-year college or university with five years' experience in a senior accounting position.

### Other:

- Proficient in MS Excel
- Knowledge of Blackbaud Financial Edge accounting software

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Full benefits package, an EEO employer.

Please send a resume accompanied by a letter of interest to [russo@brooklynchamber.com](mailto:russo@brooklynchamber.com)