



Job Description: 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 private funds.

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 staff and reports directly to the Director of Finance and Administration.

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

Responsibilities:

- Preparation and execution of 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 internal and government financial statements and reports.
- Prepare monthly analysis of federal receivables and payables.
- Supervise three staff, assign, track and approve work tasks, including weekly A/P, Drawdowns, and P/R including pension and 401(k).
- Verify accuracy of all A/P, A/R and C/R postings.
- Track costs against approved budgets.
- Support grants administration in preparation of annual budgets for non-competing and competitive grants.

Requirements:

- Bachelor’s or advanced degree in Accounting/Finance, Business or related field.
- Previous experience with CFR 200 Requirements and audit preparation.
- Proficiency in Excel, including VLOOKUPS and Pivot Tables.
- Working/Advanced knowledge of Deltek Costpoint strongly preferred.
- Working/Advanced knowledge of Concur Software preferred. 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 range is \$80-110k based on qualifications and prior experience.

CPWR offers an exceptional benefits package including:

- Employer-paid participation in the United Healthcare medical, dental, vision and life insurance plan for employee and all dependents
- 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 days in office, 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.