

**WE ARE NEW YORK'S LAW SCHOOL****Financial Analyst, Budget, Planning, and Grants**

New York Law School (NYLS), located in the heart of Tribeca, seeks a Financial Analyst, Budget, Planning, and Grants who will be a key member of the accounting team. The Financial Analyst will be responsible for the accounting of NYLS's budget, financial planning, and grants. This role will include the following: using external resources and trainings to recommend process improvements; providing general accounting service and support to all NYLS departments and administrative units; and participating in special projects. The Analyst will also be an integral team member for year-end audit.

This position reports directly to the Controller. The successful candidate will lead with integrity and transparency; employ analytical problem solving and communication skills; be a strategic thinker who thrives in a collaborative environment; and show interest in exploring new and innovative models for higher education. The role requires the Analyst to skillfully build trust and relationships with internal and external stakeholders and be comfortable engaging with diverse administrative units.

Responsibilities

- Contribute to budget and long-range financial plan development and analysis in support of the School's mission and in coordination with administrative offices including human resources, the Dean's Office, enrollment management, facilities, information technology, etc.
- Provide guidance to administrators and other staff across campus to develop and implement the School's annual operating budget.
- Develop, assess, and continuously improve systems and processes to achieve greater efficiencies and improve internal controls.
- Assist faculty with all grant proposals and budget submissions.
- Oversee all externally funded research-related purchasing and budgeting.
- Assist with post-award grant paperwork processing, ensuring compliance with external agencies and/or sub-award contractors.
- Monitor grant deadlines and assist principal investigators with grant budget closeout.
- Research available grants through city, state, and federal sources.
- Keep current of policies and regulations that govern grant agencies and uniform guidance.
- Maintain accurate investment balances and reconcile balances and transactions between the investment accounts and the general ledger.
- Other duties determined necessary by the Controller/Vice President for Finance in support of the overall responsibilities of the Office of Accounting.

Requirements

- Bachelor's degree in finance.
- Previous financial planning and analysis, budgeting, and forecasting experience required.
- Strong quantitative and analytic skills.

- Minimum three or more years of progressive, demonstrated success in a financial analyst position with similar duties.
- Ability to summarize analytical work and present findings in a visually compelling way.
- Excellent analytical, research, and problem-solving skills with attention to detail and ability to multi-task.
- Strong organizational skills, and ability to use them in a fast-paced, highly-productive environment.
- A commitment to quality, innovation, and process improvement with an emphasis on collaborative teamwork and high customer service standards.
- Ability to organize, coordinate, and direct projects and to lead innovative, strategic initiatives.
- Demonstrated advanced Excel skills and ability to design complex spreadsheets and pivot tables utilizing advanced formulas (pivot table, v-lookups, conditional formatting, etc.).
- Be a dedicated professional and team player with excellent interpersonal and communication skills.
- Aptitude for working within a diverse community, with awareness and sensitivity to the needs of multicultural constituencies.
- Ability to work with and maintain confidential information are essential.

Compensation

NYLS offers a highly competitive compensation and benefits package.

How to Apply

Please submit the following to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu:

- Resume
- Cover letter
- Salary requirements

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.