

**WE ARE NEW YORK'S LAW SCHOOL****Assistant Controller**

New York Law School (NYLS), located in the heart of Tribeca, seeks an Assistant Controller who will be a key member of the Finance Team. The Assistant Controller is responsible for developing and supporting the accounting and internal control functions and the accounting of the operating budget, financial planning, and institutional grant. This position reports directly to the Controller.

The successful candidate will lead with integrity and transparency, and employ analytical problem-solving and communication skills to provide excellent services. The Assistant Controller position requires a candidate who will skillfully build trust and relationships with internal and external stakeholders and is comfortable engaging with diverse administrative units. The ideal candidate for this role is a strategic thinker who thrives in a collaborative environment and is interested in exploring new and innovative models for higher education.

**Responsibilities**

- Supervise accounting staff in the finance area to produce maximum efficiency and compliance with accounting and internal control procedures
- Contribute to budget and long-range financial plan development and analysis in support of the School's mission and in coordination with administrative offices, Human Resources, Dean's Office, Enrollment Management, Facilities, Information Technology, Development, etc.
- Provide guidance to administrators and other staff members 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
- Prepare interim financial reports including oversight of endowment fund activity, temporarily restricted fund, and analysis of general ledger account activity—queries, data retrieval, and maintenance of financial statements
- Work with external auditors and provide needed information for the annual audit
- Manage and coordinate the annual audit process with School's auditors including the Uniform Guidance Compliance reporting and assistance with preparation of the annual Form 990
- Prepare and assist with the preparation of annual reports to federal and state agencies.
- 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 (PIs) 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 reconciles balances and transactions between the investment accounts and the general ledger
- Other duties determined necessary by the Controller and the Vice President for Finance in support of the overall responsibilities of the Office of Finance

## Requirements

- Bachelor's degree in Accounting/Finance or a related field is required
- Minimum 5+ years of successful financial management experience in higher education or business operations at a mid-management leadership level with a strong understanding of nonprofit accounting and financial management
- Skilled and inspirational team leader with attention to team mentoring, team development, collaboration, and succession planning
- 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.)
- Experience in Banner/Raiser's Edge is a plus
- Dedicated professional and team player with excellent interpersonal and communication skills
- Awareness and sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community
- Personal maturity and ability to work with and maintain confidential information are essential

## Compensation

This position offers a salary range \$100,000 to \$127,500 and benefits package.

## How to Apply

Please submit a cover letter and résumé to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu).

### 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.