

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

## Senior Controller

New York Law School (NYLS), located in the heart of Tribeca, seeks an exceptional individual to serve as its new Senior Controller, reporting to the Vice President for Financial Planning and Analysis. This position, in collaboration with the Vice President for Financial Planning and Analysis and the Senior Vice President/Chief Financial Officer, leads financial operations that align with NYLS's Strategic Plan. This role is a key member of the financial leadership team who will interact with numerous internal and external stakeholders.

The Senior Controller will have direct management oversight and execution responsibility of a wide range of institutional financial functions, including general accounting reporting and operation, general ledger systems, investments accounting, debt and debt compliance, grants management, capital projects, financial reporting and compliance, internal controls, treasury operations, student accounts and other accounts receivables, policies, payroll administration, accounts payable, tax monitoring and filing, and other financial functions.

The Senior Controller will be flexible in accepting responsibilities that are appropriate in a small setting and shall wear multiple hats and support different functions as needed to support absences and seasonal workloads.

## Responsibilities

### Financial Operations

- Direct/execute all functions of accounting operations and oversee all transactions related to general ledger, receivables, payables, payrolls, student accounts, grants, and financial reporting
- Manage accounting and financial reporting including expense reporting, appropriation accounting, special program accounting, cash management, income fund reimbursable, revenue accounting, affiliate billing, and grants
- Manage the use of Enterprise Resource Planning software (Banner) to maintain accurate records of revenues and expenditures. Prepare various accounts analysis and/or reconciliations, unitize the investments earnings for distribution to the endowment funds and prepare general journal entries and financial statements
- Oversee the operation and management of the payroll system and payroll processing, and maintain accurate records. Create and run reports as necessary
- Help manage NYLS's \$200-million endowment in coordination with the School's Investment Committee and external investment manager and advisor. Ensure that the School's endowment complies with federal and state requirements
- Ensure timely payment of debt obligations and compliance with debt requirements
- Ensure preparation of proper financial statements leading to successful audit outcomes
- Ensure up-to-date documentation of financial policies and procedures through a financial manual that will provide the framework of standard practices and help maintain accurate records and compliance with federal, state, and local legal and reporting requirements

### **Leadership and Team Development**

- Demonstrate effective leadership competencies, managing a team with varied positions to ensure accountability at high standards. Establish and monitor staff performance and development goals and ensure effective succession planning
- Proactively leverage technology solutions wherever possible to create a higher level of efficiency in productivity, customer service, and support. Act as the primary liaison to the Office of Information Technology in the implementation and continuing operation of accounting software systems

### **Compliance**

- Ensure that NYLS's financial processes are executed in accordance with accounting standards and comply with GAAP; all applicable federal, state, and local regulatory laws; and rules for financial and tax reporting
- Maintain and track compliance with internal controls and best-practice financial accounting processes. Develop innovative standards and finance metrics
- Oversee the preparation and filing of the School's tax return, Federal Form 990, the Fiscal Operations Report and Application, and the Federal Cash Transaction Report. Provide financial information for the American Bar Association Annual Report. Generate and distribute monthly departmental budget reports, and provide revenue and expenditure data for the preparation of the annual budget. Provide periodic reports to the Senior Vice President/Chief Financial Officer

### **Other**

This role may offer the opportunity to contribute to broader institutional initiatives and assume other responsibilities as directed by the Vice President for Financial Planning and Analysis and the Senior Vice President and Chief Financial Officer.

### **Requirements**

- Bachelor's degree in accounting and a minimum of seven to 10 years of a senior-level accounting/finance and reporting position. Master's degree and CPA designation is preferred
- Experience working in a nonprofit institution is required. Background working in higher education is preferred
- Demonstrated understanding of a system of financial accounting, including overseeing and running the chart of accounts, working with the staff accountant(s) to ensure timely and accurate maintenance of the general ledger, maintaining cash flow statements, allocating costs appropriately, and preparing monthly financial statements
- Successful financial management experience in higher education or business operations at a senior leadership level with a strong understanding of nonprofit accounting and financial management
- Experience working with financial aid and scholarships, private gifts, endowments, grants and annuities, enrollment figures, projections, and forecasting
- Clear and demonstrated record of outstanding leadership, strategic creativity, organizational efficiency, financial acumen, and ethical financial management, with the ability to communicate and translate technical concepts to diverse constituents
- Skilled and inspirational leader of teams with attention to team mentoring, team development, collaboration, and succession planning

- Excellent communication skills including the ability to effectively communicate complex financial concepts and materials to various non-financial audiences
- Demonstrated record of accomplishment promoting diversity, equity, and inclusion
- Aptitude for working within a diverse community, with awareness and sensitivity to the needs of multicultural constituents
- Demonstrated success working with technology systems, systems analysis, and system implementation
- Proficient in the use of Microsoft Office, computerized administrative relational database systems, computer accounting systems (preferably Ellucian/Banner applications), report-writing tools (preferably Argos), and payroll systems and report processing

## Compensation

This position offers an annual salary range of \$150,000 to \$180,000. We offer a highly competitive compensation and benefits package.

## How to Apply

Please submit a cover letter highlighting your qualifications, salary expectations, and your interest in joining New York Law School, along with your résumé, to Jody A. Pariente, Vice President of Human Resources [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.