Legal Services NYC seeks a Controller for its central office.

About Us

Legal Services NYC fights poverty and seeks justice for low income New Yorkers. For over 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the Country. We partner with scores of community-based organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equal opportunity and economic, social, and racial justice for all New Yorkers.

The Role:

The Controller will be located at the LSNYC Central Office in Manhattan and report directly to the Chief Financial Officer. The successful candidate will be responsible for all aspects of the organization's accounting cycles, IRS filings, external and A-133 audits, and ensuring financial compliance and controls in the finance operations.

Responsibilities:

- Oversee all financial transactional activity and accounting cycles, including accounts payable, accounts receivables, cash management, billings, payroll, fixed assets and monthly closings;
- Manage the annual audit of organization's books and records by the independent auditors engaged by the Board for that purpose, and manage other periodic external audits by government or other entities;
- Ensure that all Federal and State tax documents and registrations are filed on time;
- Ensure that all financial transactions and journal entries are recorded both timely and accurately in accordance with organization policies and GAAP;
- Approve payables for disbursement based on Accounts Payable Aging Schedule;
- Ensure accounts receivable schedule is analyzed and outstanding balances are collected;
- Approve wire transfers;
- Review and approves monthly bank reconciliations for all accounts; ensures that all reconciling items are resolved on a timely basis;
- Monitor and project cash flow;
- Conduct a month-end general ledger closing process to ensure that records accurately reflect accrual balances, including, but not limited to, contract receivables, prepaid expenses, fixed assets and accumulated depreciation, accounts payable, payroll and benefit accruals, and other accrued expenses;
- Prepare financial statements for review by Chief Financial Officer;
- Maintain and implement the organization's Financial Policy and Procedure Manual and, as circumstances require, work to recommend the development of new procedures or the modification of existing procedures to ensure proper internal controls and management of risk;
- Provide support for fundraising events, including reconciliation of accounting records with data collected by the Development Department, and ensure that any receivables are invoiced, monitored and collected;
- Provide data/prepare financial reports as may be periodically requested to facilitate contract and grant applications and subsequent financial reporting;
- Ensure the integrity and coordinate the management of all financial management systems;
- Coordinate the integration of all automated systems and the proper flow of data between systems;
- Assist with special projects

Budgeting Responsibilities:

- Supervisor the Director of Finance & Budgeting
- Supervise the Director of Grant Accounting

Requirements:

- Bachelorâ€™s Degree in Accounting or Finance.
- CPA a must.
- Minimum ten (10) years accounting experience, preferably in a nonprofit context.
- Proven and extensive knowledge of federal cost principles, and other applicable rules and regulations including the Office of Management and Budget Circulars A-122, A110 and A-133..
- Ability to meet and prioritize multiple deadlines and work as part of a team in a fastpaced, high-pressure environment.
- Advanced knowledge of Microsoft Office Excel and Abila MIP accounting software.
- Ability to communicate effectively orally and in writing.

How to Apply
The position is full-time from the date of hire. Salary is based on experience. The Company provides for an excellent benefits package.

Interested individuals should email a resume and cover letter to jobpostings@ls-nyc.org. Please write "Controller" in subject line. Only candidates selected for interviews will be contacted. No telephone calls.

LSNYC is an affirmative action, equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender individuals are welcome and encouraged to apply.