Legal Services NYC (LSNYC) seeks five full-time Borough Budget Managers.

Our Organization:

Legal Services NYC fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. For almost 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. Legal Services NYC’s staff of 600 people in neighborhood-based offices and outreach sites across all five boroughs helps more than 80,000 New Yorkers annually. We partner with scores of community-based and client-run organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equity for all low-income New Yorkers. LSNYC also prides itself on its Diversity, Equity, Inclusion and Belonging (DEIB) efforts; our DEIB committee and numerous affinity groups work to foster collegial relationships among staff and allow staff to explore and advocate for racial justice and anti-oppression growth within our organization and through our legal work.

Role & Responsibilities:

Each Borough Budget Manager will be assigned to one of the four constituent corporations (Bronx Legal Services, Brooklyn Legal Services, Manhattan Legal Services, Queens Legal Services) and one branch office (Staten Island Legal Services). Each Borough Budget Manager will report to each LSNYC borough Project Director. The successful candidate will be responsible for collaborating with the Project Director to oversee budgets and ensure that grants and contracts are financially on-target and for interfacing on grant accounting and budget matters with the central Finance Department (Grant Accounting and Budgeting teams). Amplifies our clients’ voices in our work; and,

Responsibilities will include:

- Assist in the creation of monthly budget workbooks by providing borough budget information to LSNYC’s Finance Department.
- Set up regular monthly meetings to collaborate and develop budgets with LSNYC’s Finance Department.
- Provide accurate and timely grants and contract spending analyses and Finance Department reports to Project Directors to address budget vs. actual spending variances.
- Work with Borough management to ensure proper business processes are in place which in turn ensure the timeliness and accuracy of payment requests and labor charging.
- Understand how flex funds are budgeted and consumed, and provide a clear explanation of how changes in the contract and grant funding impact the Boroughs’ flexible fund budgets.
- Regarding sponsor proposal requests, coordinate with the Finance Department regarding the identification of resources needed to perform the terms of the contract and any contract terms impacting the allowability of costs and financial reporting requirements. This responsibility pertains to both new funding as well as grant/contract renewals.
- Provide unit budgets to Project Directors so they can make unit hiring decisions using real data about the cost of those units.
- Work with the Project Director and interface with the Finance Department on contract performance status.
- Create a location for budget information to be stored so that Project Directors can plan for the expenditures of each grant and project with FTE charts.
- Work closely and collaborate with Project Directors to ensure that budgetary decisionmaking on urgent matters and concerns are addressed in a timely fashion and coordinated with the Finance Department.
- Coordinate with the Finance Department Grant Accounting unit and Budgeting unit to review, assess and resolve any budget-related issues.

Experience & Qualifications:

- Minimum BA degree in Accounting; CPA Preferred.
- Minimum 5 years experience in accounting operations, including monthly close, journal entries, monthly budget reporting, and grant accounting.
- Technical accounting GAAP knowledge and experience.
- Knowledge of not-for-profit organizations and accounting preferred.
- Ability to meet and prioritize multiple deadlines and work as part of a team in a fast-paced, high-pressure environment.
- Knowledge of Accounting and Grant Accounting software.
- Solid Excel experience including the use of Pivot tables, Vlookup, If, and other function commands.
- Commitment to the organization’s mission and social justice, and commitment to working with a diverse staff are both essential.
- Ability and willingness to work both independently and as a team member in a highly collaborative environment.
- Ability to communicate effectively orally and in writing.

Health Recommendation
All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply

Interested applicants should e-mail a cover letter (please specify if you have a borough requirement or preference), resume, and writing sample to: Jobpostings@lsnyc.org. Please type in the Subject line: Borough Budget Manager LSNYC is an equal-opportunity employer. People of color; women; people with disabilities; people over age 40; and gay, lesbian, bisexual, and transgender people are welcome and encouraged to apply.

We permit all employees whose job functions allow them to work remotely up to fifty percent of each pay period.

Salary Range: $99,000-$148,000