Legal Services NYC seeks a Chief Financial Officer.

Our Organization:

Legal Services NYC fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. For more than fifty years we have challenged systemic injustices that keep people in poverty and provided legal services that help our 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; our staff of nearly 650 people in neighborhood-based offices and outreach sites across all five boroughs helps over 110,000 New Yorkers annually. We partner with scores of community-based and member-run organizations, elected officials, law schools, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equity for low-income New Yorkers. This is an exciting opportunity to join the Executive Leadership Team of a dynamic, well-respected advocacy organization.

Role & Responsibilities:

The Chief Financial Officer (CFO) is a member of the Executive Leadership Team and plays a critical role in developing and implementing the overall financial strategy for LSNYC. The CFO is responsible for overseeing all fiscal and fiduciary responsibilities for the organization in conjunction with the board of directors and the Audit and Budget Committee of the board. The CFO also oversees financial compliance for government (federal, state, and city) contracts and private grants. LSNYC has a budget of more than $110 million, from over 200 federal, state, city, foundation, and donor sources. We are highly regulated by the federal Legal Services Corporation and other funders. Of our five borough-based programs, four are separate 501(c)(3) entities.

The CFO must be able to adapt to a continually evolving environment and thrive in a collaborative and deadline-oriented workplace. In addition to top-notch financial management expertise, this position requires excellent leadership and management abilities. Communication and teamwork with centrally-based financial staff and with those who have financial and grants and contracts management responsibilities in the local offices are critical, as is a commitment to promoting the organization’s values and commitment to diversity, equity, and inclusion.

Specific responsibilities include:

- **Financial and Operational Strategy & Management**
  - Support the vision of the Executive Director and help ensure ongoing alignment between financial, operational, and programmatic objectives.
  - Apprise the board’s Audit & Budget Committee about the organization’s finances. Work with the board to set an annual budget, and select and engage outside consultants (e.g., auditors, investment advisors) as needed.
  - Oversee budgeting, budget implementation, tracking, and reconciliation to monitor progress and present financial metrics both internally and externally.
  - Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and audit requirements. Maintain internal control safeguards and coordinate all audit activities.
  - Manage cash flow and forecasting. Optimize banking relationships and initiate appropriate strategies to enhance cash positions.
  - Provide reports regularly, and as directed or requested, to keep the board and senior leadership informed of LSNYC’s finances and the operation and progress of compliance efforts.
  - Serve as Fiduciary for LSNYC’s 403(b) plan.

- **Team Management & Collaboration**
  - Mentor and develop a team of nineteen, managing work allocation and workflow, training, problem resolution, performance evaluation, and the development of an effective team dynamic.
  - Collaborate with the Chief of Operations, borough Project Directors, and other senior leaders and their teams, including, especially grants and contracts managers.
  - Support, provide financial guidance to, and collaborate with all LSNYC program offices, including borough-based leadership, boards, and employees with financial responsibilities.
  - Support the development and implementation of LSNYC’s Diversity, Equity, Inclusion & Belonging efforts.

Experience & Qualifications:

The CFO will be a seasoned leader with at least 15 years of broad finance experience, ideally beginning in accounting, followed by experience leading the development and implementation of financial systems, policies, and procedures. They will have experience managing the finance function (accounting, budgeting, control, and reporting) and compliance functions within a diverse, division-based entity.
The CFO will have the following experience and attributes:

- A Bachelorâ€™s Degree and CPA are required; MBA preferred
- A hands-on, fully engaged, and roll-up-your-sleeves executive with integrity and a desire to work in a fast-paced and demanding environment
- Excellent and transparent written and oral communicator; able to engage in difficult conversations with sensitivity and thoughtfulness
- Strong analytical skills and experience translating a strategic vision into an operational model
- Deep understanding of and experience with non-profit audits and financial inspections
- Must have a thorough understanding of cost accounting, allocation methods, and best practices to ensure proper contract costing
- Experience partnering with Operations departments, including IT, to develop and manage financial management systems and tools
- A collaborative and flexible style
- An ability to communicate complex and nuanced financial information to non-financial professionals
- Commitment to the organization’s mission and social justice
- Demonstrated commitment to diversity, equity, and inclusion
- Experience with unionized environments and/or law firms is a plus

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with an excellent track record. LSNYC will offer a very attractive compensation package, including a competitive base salary as well as health, 403(b), and vacation benefits.

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, resume, and writing sample to: Jobpostings@lsnyc.org. Please type in the Subject line: Chief Financial Officer

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 it to work remotely up to fifty percent of each pay period.

Salary Range: $177,000-$283,000