

The New York Society Library

NEW YORK, NEW YORK Controller

Summary

About the Library:

The New York Society Library is New York City's oldest library, founded in 1754. The Library is open to all for reading, reference, exhibitions, and selected events, with circulation and other services available to members. Membership is open to all for an annual fee. The Library's beautiful, landmarked building dates from 1917 and includes reading rooms, spaces for study, book stacks, a Children's Library, and the Assunta, Ignazio, Ada and Romano Peluso Exhibition Gallery. The Library has approximately 300,000 volumes in its collection, and hosts a variety of special events, reading & writing groups, workshops, and the Young Writers Awards and New York City Book Awards. The Library has a staff of 31 and a Board of Trustees of 23 members.

Position Summary:

The New York Society Library (NYSL) is seeking an enthusiastic and accomplished professional to be our Controller.

Reporting to the Director & Head Librarian and serving as a member of the senior management team, the Controller is responsible for handling the accounting, finance, and human resources functions at the Library.

Duties and Responsibilities

Financial & Accounting Responsibilities

- Manages all accounting functions, including monthly close process, cash flow management, and maintenance of financial integrity in compliance with non-profit accounting principles
- Manages the organization's accounting records and performs all bookkeeping functions, including general ledger maintenance, using Blackbaud's Financial Edge software
- Manages payroll functions by collecting, calculating, and entering data; resolving discrepancies; maintaining confidential records; and updating payroll policies and procedures while addressing payroll-related questions and requests
- Reconcile investment accounts, ensuring accurate reporting and alignment with financial records
- Ensures alignment between Financial Edge and Civi CRM by regularly comparing reports and resolving any discrepancies to maintain accurate financial information
- Manages restricted donations for the capital campaign dedicated to the interior renovation project, ensuring accurate tracking, reporting, and compliance with donor restrictions and organizational guidelines

The New York Society Library

- Maintains and produces all financial schedules, reports and reconciliations
- Leads and manages year-end audit processes, coordinating with external auditors to ensure smooth and accurate audit completion
- Assists the Director & Head Librarian with annual budget process and capital budget
- Acts as liaison with the Library's insurance broker and maintains insurance files and schedules.
- Files 1099 forms accurately and on time, ensuring full compliance with IRS regulations and minimizing filing errors
- Maintains and updates financial accounting policies and procedures
- Maintains compliance with all Library policies and procedures

Human Resource Responsibilities

- Maintains and updates confidential electronic and physical personnel records and files
- Assists with recruitment & interviews, performs new employee intake & orientation, and manages employee terminations
- Manages the Library's benefits programs, including health & dental insurance, 403b retirement plan, and flexible spending plan and serves as liaison with benefits broker
- Oversees personnel policies and compliance with federal, state, and local laws and regulations that apply to the Library and/or its employees
- Maintains and updates staff manual and communicates policy changes and updates to staff
- Maintains schedule and manages staff professional development and conference budget
- Assists with the annual self-appraisal and performance evaluation process

Required Skills & Qualifications

- Bachelor's degree, preferably in accounting or other business subjects
- Experience working in non-profit organizations
- Bookkeeping experience and experience using Black baud's Financial Edge software and proficiency using Microsoft Excel and Word
- Experience with human resource functions and familiarity with employment laws (HR certification a plus)
- Knowledge of/experience with ADP's payroll solutions a plus
- Experience w/Civi CRM a plus

Professional Competencies

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Demonstrated oral and written communication skills
- Ability to manage and prioritize multiple tasks and projects
- Ability to work independently and maintain strict confidentiality
- Highly organized, analytical, detail oriented
- Excellent decision making, customer service, and conflict management skills

The New York Society Library

- Ability to work independently and collegially
- Demonstrated commitment to promoting and enhancing diversity, equity, inclusion, and accessibility

Work Conditions

This is a full-time position with work scheduled during Library open hours. Regular hours are 9:00AM to 5:00PM Quiet conditions

Salary and Benefits

Compensation: \$100,000 - \$120,000 commensurate with experience and including a full benefits package including health/dental/vision plans, 403(b) defined contribution plan, flexible benefits plan, and vacation, holiday, and sick time.

How to apply

To be considered for the position, potential candidates should email a resume and cover letter outlining your interest and how your skills and experiences meet the qualifications for the position to Carolyn Waters, Director & Head Librarian at cwaters@nysoclib.org. Please include "Controller" as the subject line. Applications without the requested information will not be considered.

Visit our website at www.nysoclib.org for more information about the Library.

The New York Society Library is an Equal Opportunity Employer.