

February 17, 2016

Job Announcement - Controller

MFY Legal Services, Inc. (MFY) is a non-profit organization that provides free civil legal services to low-income New Yorkers. Funding for MFY's work comes from all levels of government and private sources; its annual budget is \$9-10 million. MFY seeks a Controller to supervise the assistant to the Controller and other fiscal staff that may be hired as the organization requires, and work with and advise the Chief Fiscal Officer to, among other, things:

- Implement the organization's fiscal functions and policies;
- Implement organization's systems of internal controls;
- Ensure timely and accurate payments to vendors, allocation of expenses and maintenance of all vendor subsidiary records;
- Ensure timely receipt of accounts receivable;
- Ensure proper preparation of bi-weekly payroll, including that payroll expenses are updated as necessary and that pension contributions are accurately uploaded to pension website;
- Prepare schedules required by external auditors to ensure timely completion of annual and program audits;
- Prepare financial reports and invoices for various funding agencies;
- Prepare budgets for contracts and the organization;
- Work with Chief Fiscal Officer, Executive Director and Board of Directors on all aspects of organizational budget, including financial aspects of collective bargaining terms and developing management policy with respect to labor costs;
- Work with Chief Fiscal Officer, Executive Director and Board of Directors by assisting to formulate and effectuate management policies;
- Prepare financial reports for quarterly board meetings; and
- Supervise and be accountable for the work of the assistant to the Controller and other fiscal staff that may be hired as the organization grows.

Requirements:

- At least a BS/BA in Finance or Accounting;
- Minimum of five years nonprofit accounting, including budgeting, implementing systems for accounts payable/receivable and payroll, creating and/or ensuring compliance with internal controls;
- Have had responsibility for budgeting of government and private funding sources, grant accounting and compliance;
- Experience in or knowledge of nonprofit accounting, including grant accounting, compliance and reporting;
- Excellent organizational and analytical skills;
- Ability to work as part of a team and take on a host of tasks; and
- Excellent computer, data-entry, and administrative skills, including proficiency with the following computer applications: Fund EZ or other accounting software, Excel, Word

and Outlook.

Salary and benefits are negotiable.

Please mail cover letter and resume to Lindsay Bascom, Chief Fiscal Officer, at lbacom@mfy.org with **CONTROLLER in the subject line**. Applications must be received by March 2, 2016. Early applications are appreciated, and interviews will be conducted on a rolling basis. No telephone calls please.

MFY LEGAL SERVICES, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. PEOPLE OF COLOR, WOMEN, PEOPLE WITH DISABILITIES, GAY, LESBIAN, BISEXUAL AND TRANSGENDER PEOPLE ARE WELCOME AND ENCOURAGED TO APPLY.

For further information about MFY, please go to www.mfy.org.