
Job Title	Comptroller
PVN ID	CC-1805-002484
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	Office of Institutional Advancement and
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 01, 2018 (Or Until Filled)

General Description

Position: Comptroller for the Combined Foundations for City College

Department: The Foundations for City College (The 21st Century Foundation & The City College Fund)

Location: 160 Convent Avenue, CCNY-Shepard Hall, Room 154, New York, NY 10031

FLSA Status: Full-Time, Exempt

Since its founding in 1847, The City College of New York (CCNY) has been true to its legacy of access, opportunity, and transformation. CCNY is as diverse, dynamic, and boldly visionary as the city itself. CCNY advances knowledge and critical thinking, and fosters research, creativity, and innovation across academic, artistic, and professional disciplines. As a public institution with public purpose and a 171 year history, CCNY produces citizens who make an impact on the cultural, social, and economic vitality of New York, the nation, and the world.?

The 21st Century Foundation and the City College Fund recently agreed to terms that, over the next few months, will guide their combination into a new entity—a single Foundation overseeing philanthropy in support of The City College of New York and to advance the vision we all share for the College's future prosperity. The new Foundation will build on the historic legacies of both organizations, each of which have worked for decades to strengthen and advance the mission of the City College of New York. Both organizations are led by CCNY alumni with strong track records of supporting the College. Both manage vast resources that have supported student scholarships, endowed named professorships, underwritten academic and co-curricular programs, and in many other ways ensured that CCNY is able to offer the very best educational opportunities to students.

Purpose: The ideal candidate will plan, organize and supervise accounting-related functions on behalf of the Combined Foundations of the City College of New York, including general accounting, policy development, cash management, budget, audit preparation, forecasting revenues and expenditures, purchasing and

accounting-related contract compliance.

Reporting Structure: Reports directly to the Board of the College's Foundation and collaborates, daily, with the Executive Director to ensure that the Foundation staff adheres to best fiscal practices. The incumbent will work closely with the Foundation's audit, investment and budget committees and will be expected to collaborate with all other committees as necessary. In addition, the position will interact regularly with the College's Chief Financial Officer and staff.

Other Duties

Principal Accountabilities:

- Issue timely and complete [financial statements](#)
- Coordinate the preparation of the corporate [annual report](#)
- Recommend benchmarks against which to measure the performance of Foundation operations
- Calculate and issue financial and operating metrics
- Produce annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Review internal controls over accounting and fundraising operations
- Perform various analyses as needed

Compliance:

- Coordinate the provision of information to external [auditors](#) for the annual audit
- Comply with local, state, and federal government reporting requirements and tax filings

Qualifications

Desired Qualifications: The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience for an institution, major company or division of a large corporation. Preference will be given to candidates with the [Certified Public Accountant](#) or [Certified Management Accountant](#) designations. The successful candidate will have excellent verbal and written communication and presentation skills.

PROFESSIONAL LEVEL

Professional

MINIMUM EDUCATION REQUIRED

Bachelor's degree