

GREEN-WOOD

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| Position: | Comptroller |
| Department: | Finance, Accounting, Human Resources & Information Technology |
| Reports to: | Chief Financial Officer and Vice President (CFO & VP) |
| Direct Reports: | Accounting and Payroll Associate |
| Location: | The Green-Wood Cemetery, Brooklyn, NY (on-site) |
| Salary Range: | \$150,000 - \$175,000 |
| FLSA Status: | EXEMPT |
| Hours: | FULL-TIME |

ABOUT THE DEPARTMENT

The Finance, Accounting, Human Resources (HR), and Information Technology (IT) department plays a critical role in Green-Wood's fiscal health and operational efficiency. This team manages budgeting, payroll, purchasing, accounting, and IT systems while ensuring compliance with regulations and best practices. Led by the Chief Financial Officer & Vice President, the department collaborates across the institution to provide accurate data, streamline processes, and strengthen organizational sustainability. With specialists in accounting, payroll, purchasing, and IT, the team ensures Green-Wood's operations run seamlessly, allowing the institution to focus on its mission of preserving history, art, and nature.

ABOUT THE ROLE

Reporting to the Chief Financial Officer and Vice President (CFO & VP), and collaborating across the organization, the Comptroller is responsible for the oversight of all day-to-day finance operations, accounting administration, and reporting activities across the institution. This role demands a strong focus on accuracy, audit preparedness, and compliance with legal, regulatory, and ethical standards.

As a senior member of the Finance team, the Comptroller ensures the responsible stewardship of Green-Wood's financial resources and compliance with GAAP. The Comptroller oversees all financial operations, supervises the Accounting & Payroll Associate, and works closely with the Accounts Payable & Union Payroll Manager, the Accounting Analyst & Budget Manager, and the Director of Human Resources.

As a hands-on leader, the Comptroller effectively delegates across the finance team, fosters a culture of accuracy and integrity, and maintains robust internal controls. In partnership with the CFO and team, the Comptroller prepares and delivers timely, data-driven financial reports to executive leadership and the Board, supporting informed governance and organizational alignment.

The Comptroller is charged with maintaining the systems and procedures that support effective program implementation and clean audits. This includes working closely with department heads and program staff to both educate colleagues about financial processes and identify ways finance can support broader programmatic and operational success.

The Comptroller also serves as the primary contact for Green-Wood's approximately 35 investment managers. They oversee the reconciliation of investment data and manage all aspects of investment account administration, including signatory updates, portal access, and liaison responsibilities. These activities are supported by the Accounting & Payroll Associate.

KEY RESPONSIBILITIES

*The **Comptroller** is proactively responsible for:*

Strategic Financial Oversight & Risk Management

- Participate in preparation of financial statements, budgets, and reports in compliance with GAAP, IRS, and institutional policies.
- Responsible for monthly close, state regulatory reports, leading the annual audit.
- Deliver accurate and timely monthly, quarterly, and annual reports—including P&L, balance sheet, and cash flow statements—to senior leadership and the Board of Trustees.
- Ensure financial data accuracy toward strategic decision-making and audit readiness, aligning with organizational priorities.
- Lead internal and external audit preparations, including document coordination, schedule management, and auditor engagement; address findings with corrective actions, policy updates, and staff training.
- Contribute to long-range financial planning, revenue modeling, and forecasting in alignment with Green-Wood's mission and growth trajectory.
- Identify financial and operational risks, develop mitigation plans, and implement safeguards to ensure fiscal resilience.
- Supervise the Accounting and Payroll Associate's work, including:
 - Ensure accuracy of vendor payments, payroll processing, benefits contributions, and 401(k) deductions for union employees.
 - Oversee invoice review and approval processes, ensuring vendor details, amounts, and authorizations are accurate and compliant.
 - Ensure payroll summaries are reconciled with ADP reports and labor reports are accurately prepared by staff; review outputs for completeness and accuracy.
 - Direct and review monthly account reconciliations (checking, money market, payroll), ensuring accuracy of fund transfers and reimbursements prepared by finance staff.
- Review and approve quarterly investment journal entries and reconciliations,

Banking, Cash Management, and Invested and Endowed Funds Management

- Serve as primary contact for Green-Wood's investment managers, ensuring accounts are accurately tracked and recorded.
- Review monthly investment activity prepared by the Accounting and Payroll Associate, reconciling general ledger balances with custodian (Bank of New York) reports.
- Oversee quarterly reconciliations and the Investment Matrix Schedule, investigating and resolving discrepancies.
- Oversee Green-Wood's financial transactions; initiate and send transactions to CFO for final approval.
- Maintain 12-month cash flow model to inform liquidity needs for operating and capital expenses.

- Assist the CFO by integrating fund targets into broader budgets, capital planning, and investment strategy.
- Responsible for all administration of banking and investment accounts, ensuring rigorous internal controls.

Monthly and Year-End Financial & Tax Reporting

- Oversee monthly and year-end close, account reconciliations, and general ledger maintenance, with support from finance staff.
- Prepare audit schedules and support annual audit preparation.
- Direct preparation of audit schedules, ensuring accuracy of staff-prepared materials, and lead annual audit preparation., including:
 - Payroll & Employee Reporting: 1099s, W-2s, 941 payroll tax reports, and reconciliations.
 - Compliance & Benefits: EEO-1, annual 401(k) compliance testing, and auditor schedules.
 - Tax Filings: Fuel, sales, and workers' compensation tax returns.
 - Regulatory Reports: IRS Form 990, Quarterly Service Survey (U.S. Census Bureau), and NYS Division of Cemeteries filings.

Sales, Fixed Assets & Fund Accounting

- With the support of the Accounting and Payroll Associate:
 - Oversee monthly sales and cashier reports, ensuring accurate allocation of funds (permanent maintenance, current maintenance, interments, cremations).
 - Calculate transfers to various funds, including permanent maintenance, current maintenance, interments, and cremations.
 - Establish, document, and maintain accurate fixed asset records and prepare monthly depreciation reports in compliance with accounting standards, while securing robust internal controls to safeguard assets, ensure financial integrity, and prevent fraud.
 - Provide quality assurance for sales and cashier operations, supported by the Accounting and Payroll Associate.

Internal Controls & Process Optimization

- Establish, document, and maintain internal controls to safeguard assets, ensure integrity, and prevent fraud.
- Collaborate with the CFO and VP to ensure audit narratives and financial policies are accurate, current, and distributed to appropriate staff.
- Continuously evaluate and improve accounting systems and workflows to enhance efficiency, transparency, and accountability.

Regulatory Compliance

- Ensure adherence to tax laws, nonprofit regulations, and financial reporting standards.
- Stay current on regulatory changes and implement policy/process updates as needed.

Financial Analysis & Reporting

- Analyze financial data to identify trends, variances, and areas for improvement.
- Develop and maintain models to support strategic initiatives, scenario planning, and risk analysis.

- Work with the Accounting Analyst & Budget Manager to create detailed reports for senior leadership and board committees, translating complex financial data into clear, actionable insights.

Team Leadership & Development

- Directly and indirectly supervise accounting staff, fostering professional development and a culture of accountability and excellence.
- Provide coaching and mentorship to build a high-performing finance team.
- Perform additional responsibilities as assigned by the President and CFO and VP.

QUALIFICATIONS

Education & Experience

- At least 10 years' experience in comptroller/controller or senior accounting, role.
- Must have experience with non-profit and highly regulated environments.
- CPA is highly preferred.
- Experience in investment accounting, payroll processing, and tax reporting.
- Excellent knowledge of GAAP, internal financial controls, and tax compliance principles relevant to audit and reporting (including coordination with tax preparers).
- Expert user of QuickBooks, Microsoft Excel (including pivot tables and advanced formulas), and financial reporting tools.
- Experience supervising finance and payroll staff.

Skills & Competencies

- Strong analytical, organizational, and communication skills with high attention to detail to ensure compliance with financial policies and procedures.
- Strategic thinker who can balance operational work and high-level analysis. strategic reporting, and forecasting.
- Ability to work collegially as Green-Wood's financial steward, contributing to financial strategy and operational efficiency.
- Ability to manage multiple priorities and projects simultaneously while meeting deadlines.
- Excellent leadership and interpersonal skills, with experience supervising and mentoring team members.
- Highly organized and detail-oriented, demonstrating strong problem-solving skills.
- Adaptable and proactive, with a willingness to learn and a strong work ethic.

Mission Alignment

- Commitment to Green-Wood's mission to preserve history, connect with nature, and engage with the community.

ADDITIONAL INFORMATION

Mission Statement

Green-Wood is a living cemetery that brings people closer to the world as it is and was, by memorializing the dead and bringing to life the art, history, and natural beauty of New York City.

Equal Employment Opportunity Statement

Green-Wood is an equal employment opportunity employer that prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, gender, national origin or ancestry, age, disability, pregnancy, sexual orientation, gender identity, marital status, domestic partner status, military or veteran status, citizenship status, and any other basis or characteristic protected by federal, state, or local law.