

GREEN-WOOD

Position:	Vice President of Finance and Compliance (VPFC)
Department:	Finance
Reports to:	Chief Operating Officer (COO)
Direct Reports	Three
Location:	The Green-Wood Cemetery, Brooklyn, NY
FLSA Status:	EXEMPT, FULL TIME
Anticipated Salary Range:	\$175,000 - \$190,000 annually, commensurate with qualifications & experience

ABOUT THE DEPARTMENT

The Finance department at Green-Wood plays a vital role in supporting the institution’s long-term financial health and operational stability. The team oversees budgeting, accounting, payroll, purchasing, financial reporting, compliance, and internal financial systems while ensuring adherence to regulatory requirements and sound financial practices.

Led by the Vice President of Finance and Compliance, the department partners across the organization to provide financial guidance, operational support, and strategic insight. Through strong fiscal management and collaborative planning, the team helps advance Green-Wood’s mission of preserving history, art, and nature while supporting responsible institutional growth and sustainability.

ABOUT THE ROLE

Reporting to the Chief Operating Officer (COO), the Vice President of Finance and Compliance (VPFC) oversees Green-Wood’s finance operations, accounting administration, financial reporting, compliance functions, and internal financial controls. This role requires strong leadership, strategic financial oversight, and a commitment to accuracy, audit readiness, and regulatory compliance.

The VPFC supervises three direct reports whose responsibilities cover payroll, contracts, accounts receivable and payable, investments and reporting. In partnership with the COO and finance staff, the VPFC prepares and delivers timely financial reporting to the President, executive leadership, and Board of Trustees. The role also partners with the Board’s Finance and Investment Committees to support fiscal oversight and stewardship of endowed and invested assets.

The VPFC also helps strengthen the systems, policies, and procedures that support effective financial operations and long-term organizational sustainability. As a member of Green-Wood’s leadership team, the VPFC contributes to operational planning, institutional strategy, and enterprise-wide decision-making.

KEY RESPONSIBILITIES

The Vice President of Finance and Compliance is responsible for:

Financial Oversight and Risk Management

- Lead the preparation of annual budgets, financial statements, forecasts, and reports in compliance with GAAP, IRS requirements, and institutional policies.
- Lead monthly close activities, annual audit coordination, and regulatory reporting, including auditor relations, audit schedules, corrective action planning, and Audit Committee support.

- Support broader institutional risk management efforts, including financial controls, vendor oversight, insurance coordination, and compliance practices.
- Prepare and deliver monthly, quarterly, and annual financial reporting to executive leadership and the Board, including profit and loss statements, balance sheets, cash flow statements, forecasts, and analyses of strategic initiatives.
- Analyze financial performance, trends, variances, and operational risks, translating complex financial information into clear and actionable insights.
- Develop financial models and forecasting tools to support institutional planning, strategic initiatives, and long-range decision-making.
- Serve as the primary liaison to auditors, financial institutions, regulatory agencies, and external advisors.

Banking, Cash Management, and Investment Oversight

- Serve as the primary contact for Green-Wood's banking partners and investment managers.
- Review and reconcile investment activity while supporting the stewardship of endowed and invested funds in partnership with leadership, advisors, and Board committees.
- Maintain cash flow forecasts to support operating expenses, liquidity management, capital projects, and investment strategy.
- Assist the COO in integrating fund targets into annual budgets and long-range financial plans.
- Oversee banking and investment account administration, financial transaction approvals, and related internal controls.
- Support compensation planning and workforce budgeting in partnership with Human Resources and executive leadership.

Monthly, Year-End, and Regulatory Reporting

- Oversee monthly and year-end close processes, general ledger maintenance, account reconciliations, and audit schedules.
- Coordinate the preparation of annual audit materials and supporting financial documentation.
- Ensure accurate preparation and filing of critical documents, including:
 - **Payroll & Employee Reporting:** 1099s, W-2s, 941 filings, and reconciliations
 - **Compliance & Benefits Reporting:** EEO-1 filings and annual 401(k) compliance testing
 - **Tax Filings:** fuel, sales, and workers' compensation tax reports
 - **Regulatory Filings:** IRS Form 990, Quarterly Service Survey filings, and NYS Division of Cemeteries reporting.

Internal Controls and Regulatory Compliance

- Establish and maintain internal controls, financial policies, and operational procedures that support compliance, transparency, and fiscal integrity.
- Partner with the COO to maintain audit narratives, financial policies, and procedural documentation.
- Evaluate and improve accounting systems, workflows, and reporting processes to strengthen efficiency, consistency, and internal controls.
- Monitor regulatory developments and implement related policy and procedural updates to ensure ongoing compliance with nonprofit, tax, and financial reporting requirements.

Sales, Fixed Assets, and Fund Accounting

- With the support of the Accounting and Payroll Associate:
 - Oversee monthly sales and cashier reporting, ensuring proper allocation and transfer of funds related to permanent maintenance, current maintenance, interments, and cremations.
 - Maintain fixed asset records and monthly depreciation schedules in compliance with accounting standards and internal controls.
 - Provide oversight and quality assurance for cashiering and sales activity to support accurate financial operations.

Payroll, Accounts Payable, and Financial Operations

- Supervise payroll administration activities, including withholdings, benefits contributions, and 401(k) deductions for union and non-union employees.
- Oversee invoice review, approval workflows, and payment processing to ensure accuracy and compliance.
- Direct and review monthly account reconciliations for checking, payroll, and money market accounts.
- Review fund transfers, reimbursements, and related financial transactions prepared by finance staff.

Team Leadership & Development

- Supervise finance staff and support a collaborative, high-performing team environment.
- Provide coaching, mentorship, and professional development opportunities across the department.
- Foster clear communication, collaboration, and professional growth across the finance team.
- Perform additional duties as assigned by the President and COO.

EDUCATION & EXPERIENCE REQUIREMENTS

- Minimum of 10 years of experience leading finance functions within complex organizations, including budget development, financial forecasting, audit coordination, and complex accounting operations.
- Experience working within nonprofit and/or highly regulated environments required; CPA strongly preferred.
- Demonstrated expertise in investment accounting, payroll administration, tax reporting, GAAP, internal financial controls, and audit and reporting compliance, including coordination with tax preparers and external auditors.
- Advanced proficiency in QuickBooks, Microsoft Excel (pivot tables and advanced formulas), and financial reporting systems.
- Experience supervising and mentoring finance and payroll staff while fostering accountability, operational excellence, and continuous improvement.
- Strong analytical, organizational, communication, and problem-solving skills, with exceptional attention to detail and the ability to manage multiple priorities and deadlines simultaneously.
- Strategic and collaborative financial leader capable of balancing operational execution with high-level analysis, reporting, forecasting, and long-range institutional planning.
- Adaptable, proactive, and solutions-oriented, with strong professional judgment and a commitment to continuous learning and institutional stewardship.

Equal Employment Opportunity & Pay Transparency

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.

As required by NYC law, the salary range for this position is disclosed. Actual salary will depend on experience, education, and qualifications.

