Harlem School of the Arts (HSA) seeks a **Chief Financial Officer** (CFO) who will be responsible for all financial reporting and activities for HSA, including financial management, investments, insurance and risk management, budget, general accounting, accounts payable, accounts receivable, books and records, billing, and grants management, as well as for some administrative services. CFO is to provide counsel and support to the President & CEO of HSA, and the Board, including the Board’s Executive Committee, Investment Committee, Audit Committee, and Finance Committee, on all financial and administrative matters, as well as work on an analysis of strategic initiatives. The position will be 65% comptroller work and 35% CFO level work.

**Duties and Responsibilities:**

This position is responsible for leading all managers and subordinates with financial responsibilities.

Essential responsibilities include, but are not limited to, the following:

- Manage the Schools budget and finances. Coordinate the budgeting process and timetable, collaborating with senior staff to develop annual budget, with appropriate income goals and expense limitations for restricted and unrestricted activities. Present such budgets to committees of the Board as well as the full Board and track actual performance against budget on a continuous basis.
- Develop and monitor performance against internal, departmental budgets with senior departmental leaders, and work with them to facilitate comparison between actual and projected results, making any necessary adjustments.
- Serve as a member of senior staff, participating in the development and implementation of overall policies, long-range planning, and daily operational goals and objectives.
- Develop and coordinate short and long-range business and financial plans, and facilities plans.
- Safeguarding and maximization off all financial assets
- Manage insurance and risk management strategies.
- Develop and implement controls, systems and procedures for effective operations and timely monitoring and reporting.
- Manage relationship with external auditors.
- Provide primary support to the President & CEO of the Harlem School of the Arts and the Board, including the Board’s Executive Committee, Investment Committee, Audit Committee, and Finance Committee, on all financial and administrative matters, as well as work on various strategic initiatives and support the Executive Team.
Controller Tasks

- Manage the company’s financial transactions and provide oversight over all accounting at HSA including the administration of payroll.
- Develop plans for the company’s financial growth and use financial data to create strategic plans and create annual financial reports and support the development of programmatic budgets.
- Hire and manage the company’s accounting employees.
- Provide financial training to employees when needed.
- Evaluate and manage financial risk across all organizational initiatives.
- Preparing/reviewing monthly financial report including statement of financial position, statement of activities, budget vs actual, written analysis, and cash flow projection where necessary.
- Support Management in the development of the organizational budget and a mid-year revised budget.
- Oversee and coordinate financial audits by the board appointed auditors and by funding sources.

Requirements and Qualifications:

- Commitment to the mission and goals of the Harlem School of the Arts.
- Minimum of ten years of executive level management experience in a multi-faceted financial operation with significant budgeting and accounting responsibility, preferably in a nonprofit organization.
- Knowledge of internal control systems used for general accounting principles and specialized nonprofit industry accounting practices and procedures.
- Acumen in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use.
- Ability to read, analyze, interpret, and explain complex financial data.
- Ability to work independently, prioritizing workflow to meet critical deadlines while paying exceptionally close attention to detail.
- Excellent oral and written communication skills.

Education and Experience:

- Master’s Degree from an accredited university in finance, management, public policy, or a related field.
- CPA strongly preferred.
**Working Environment/Physical Requirements:**

This role operates in a hybrid capacity with at least four days in the office. This position requires prolonged periods of sitting at a desk and working on a computer. The cognitive skills needed to complete tasks include remembering processes, maintaining focus, making timely decisions, and remaining calm under pressure.

**Salary Information:**

Full time, exempt, annual salary $160,000.

**To Apply:**

To apply for the **Chief Financial Officer (CFO)** position, please submit a resume and cover letter to employment@hsanyc.org. Please indicate **Chief Financial Officer** in the subject line.

**Location:**

Harlem School of the Arts is located at 645 Saint Nicholas Avenue in Harlem. It is easily accessible via the A, C, B, and D subway trains.

**About Harlem School of the Arts**

Harlem School of the Arts empowers youth to reach their full potential in the arts, education, and life, through interdisciplinary arts training that celebrates the rich complexity of their community.