



## Controller

### Overview:

The Chamber Music Society of Lincoln Center (CMS) invites applications for the position of Controller, a pivotal role at the world's premier chamber music institution. CMS is renowned for its innovative performances, global reach, and dedication to elevating the art of chamber music both on stage and in the digital sphere. This is an extraordinary opportunity to join an organization at a time of significant momentum and artistic accomplishment. In addition, CMS is currently implementing a robust new accounting system.

Reporting to the Director of Administration, the Controller oversees all aspects of CMS accounting activities, from day-to-day matters to issuing financial reports, preparing financial statements and coordinating audit activities, and preparing tax forms including Form 990. The Controller supervises a full-time staff accountant.

### Responsibilities:

- Train, supervise and evaluate staff
- Oversee daily financial operations, including accounts payable, accounts receivable, cash flow, bank reconciliations, and fixed assets
- Prepare and issue financial reports and statements quarterly in an accurate and timely manner
- Responsible for accounting and recordkeeping for investment reconciliation of the endowment portfolio, which includes alternative investments
- Manage the annual audit, ensuring timely completion of quality financial statements
- Prepare all information for Form 990 and other required tax filings (1099s, 1042s); work with independent auditors to ensure completion of tax returns well in advance of deadlines
- Work closely with the Development Department to properly record gifts with a range of restrictions
- Periodically review and update documentation of accounting policies and procedures
- Finalize reporting function on a new accounting system
- Provide support for other projects and institutional priorities as required

### Qualifications:

- Bachelor's degree in accounting; CPA preferred
- Minimum of five years of accounting and financial management experience, with at least 1-2 years in a supervisory capacity

- Previous experience as a Controller or Assistant Controller in the not-for-profit sector preferred
- Track record of producing quality financial reports and tax returns on time
- Advanced proficiency in one or more accounting systems and Excel; ideal candidate will consider themselves a power user of accounting software
- Detailed knowledge of and experience preparing IRS Form 990 and supporting documents
- Experience with the accounting for and reporting on an investment portfolio, and with managing fund restrictions
- Interest in reviewing and improving workflows and identifying cost-effective uses of technology for financial operations
- Strong written and oral communication skills; skillful in conveying complex financial information
- Ability to work on multiple short-, mid-, and long-term projects simultaneously and to manage overlapping deadlines
- Ability to embrace routine and essential administrative tasks
- Interest in the arts a plus

### **Compensation and Benefits:**

This is a full-time position, working from the CMS offices on the Lincoln Center campus, with a salary range of \$130,000-160,000.

CMS offers competitive compensation that includes an excellent health insurance plan, dental and vision benefits, retirement plan, vacation, and generous paid time off.

### **How To Apply:**

Please submit a resume and cover letter in a single PDF to [jobs@chambermusicsociety.org](mailto:jobs@chambermusicsociety.org) with "Controller" in the subject line. Please, no phone calls. We look forward to hearing from you!

The Chamber Music Society of Lincoln Center is an Equal Opportunity Employer.