



# Brooklyn Law School

ESTABLISHED 1901

**Assistant Vice President/Controller  
Brooklyn Law School  
Department of Finance**





## **THE OPPORTUNITY**

Founded in 1901, Brooklyn Law School is a distinguished, independent law school located in Downtown Brooklyn, New York. The Law School is searching for an AVP/Controller to join our team. The Law School's size, vibrant employee and student population, and commitment to training the next generation of lawyers and promoting social justice offer a candidate the opportunity to develop and diversify practical skills and participate firsthand in operating a successful educational institution.



Reporting to the Vice President for Finance, the Assistant Vice President/Controller will serve as the institution's lead accounting officer, overseeing all financial operations in alignment with GAAP (FASB) and applicable nonprofit accounting standards. The AVP/Controller will establish and evaluate policies and procedures and play a strategic role in implementing best practices in higher education accounting, ensuring compliance, fiscal integrity, and operational efficiency across all accounting functions.

## **OPPORTUNITIES AND EXPECTATIONS FOR LEADERSHIP**

### **Scope of the Role**

The AVP/Controller serves as Brooklyn Law School's chief accounting officer and is ultimately accountable for the accuracy, timeliness, and credibility of the institution's financial records across all operations. The AVP/Controller provides leadership for all institutional accounting functions, including general accounting, accounts payable, accounts receivable, investment and endowment accounting, and restricted fund reporting. The AVP/Controller operates with a high degree of autonomy and accountability in a standalone institutional environment without reliance on a central university system.

This role requires sound professional judgment, strong technical expertise, and the ability to manage complex accounting matters while supporting senior leadership and the Board through accurate financial reporting, effective internal controls, and clear communication.

## **Leading Through Collaboration**

The AVP/Controller will collaborate closely with institutional stakeholders across Finance, Advancement, Financial Aid, Operations, and Academic Administration to ensure accurate financial data, effective fund tracking, and consistent application of accounting policies. This role requires the ability to work cross-functionally, translate complex accounting concepts for non-financial partners, and ensure that financial information supports institutional planning, compliance, and decision-making. The AVP/Controller will also promote a service-oriented, responsive accounting function with clear, timely communication to campus stakeholders.

## **Enhancing the Workplace Experience for All Employees**

A key expectation for the AVP/Controller is to develop and mentor accounting staff, foster a culture of accountability and continuous improvement, and strengthen internal processes and controls. The AVP/Controller will support professional growth within the finance team while ensuring operational continuity, accuracy, and adherence to best practices in higher education accounting.

## **DUTIES AND RESPONSIBILITIES**

### **Supervision/Management**

This position oversees two employees under the following positions and functions, with overall responsibility for approximately six staff across accounting (3) and accounts payable/procurement (3):

- Assistant Controller
- Accounts Payable and Procurement Manager

### **Financial Operations & Strategy**

- Serve as a trusted advisor to the Vice President for Finance and Board Treasurer, executive leadership team, and campus leaders on all financial and institutional risk matters.
- Lead the institution's accounting operations, including general accounting, accounts payable, accounts receivable, investment accounting, endowment/restricted fund reporting, including review and approval of reconciliations and related accounting entries.
- Manage the month-end and year-end close processes and ensure timely preparation of financial statements.
- Serve as primary liaison with external auditors and lead the annual audits, including the financial statement audit, single audit (federal compliance), and ERISA/403(b) audit.
- Oversee federal and state tax filings and related compliance, including Form 990 and UBIT analysis as applicable, and serve as primary liaison to external tax advisors.
- Oversee the development, implementation, and maintenance of internal controls, policies, and financial procedures, including leading responses to audit findings, management letters, and regulatory issues, and ensuring appropriate segregation of duties across finance operations.
- Leverage financial systems and reporting tools to drive process improvement, standardization, and documentation across accounting workflows.
- Ensure accurate and timely reconciliation of all balance sheet accounts and subledgers.
- Oversee bank and investment reconciliations, and compliance with bond covenants.

- Provide support for Board and committee reporting and financial presentations, including presenting or facilitating the presentation of accounting matters, audit results, and significant financial issues to the Finance and Audit Committee as needed.
- Supervise and mentor direct reports, fostering growth and accountability across the finance team.
- Lead recruitment, performance management, professional development, and succession planning for the accounting function.
- Collaborate with institutional stakeholders (e.g., Advancement, Financial Aid, Operations) on fund tracking, reporting needs, and ensuring financial data supports institutional planning efforts.

## **PROFESSIONAL EXPERIENCE AND ATTRIBUTES**

Successful candidates in this role will bring many of the following experiences and characteristics:

- Demonstrated experience leading accounting operations and implementing process improvements in complex nonprofit or higher education environments.
- Proven ability to manage audits, internal controls, and compliance requirements with a high degree of accuracy and accountability.
- Strong technical accounting expertise, coupled with the ability to communicate complex financial information clearly to non-financial stakeholders.
- Collaborative leadership style with experience working cross-functionally to support institutional priorities.
- Strong organizational, analytical, and problem-solving skills, with the ability to manage multiple priorities and deadlines.

### **Minimum Requirements**

Bachelor's degree in accounting or related field required.

Minimum of 8–10 years of progressive accounting experience, including at least 3 years in a supervisory capacity.

Prior experience in public accounting (audit), particularly with nonprofit or higher education clients, strongly preferred.

Demonstrated experience leading financial statement audits, single audits, and retirement (ERISA/403b) audits, including tax document filings.

Expertise in GAAP (FASB) and nonprofit/fund accounting as well as tax compliance

Strong organizational, interpersonal, oral and written communication skills, and leadership and team management skills.

Advanced financial analysis skills, with the ability to connect detailed data to strategic decision-making and develop financial reports.

Advanced proficiency in Microsoft Excel and financial systems; experience with ERP platforms such as Ellucian Colleague preferred.

Proven ability to manage multiple priorities, work cross-functionally, and drive process improvements.

## Preferred Qualifications

- MBA or master's degree in related discipline from an accredited institution; CPA preferred.
- Proven ability to influence change through a collaborative and inclusive leadership style.

## INFORMATION ABOUT BROOKLYN LAW SCHOOL

- [About Brooklyn Law School](#)
- [Visit our LinkedIn Page](#)

## INFORMATION ABOUT BROOKLYN

Brooklyn is a diverse and vibrant borough of New York City, recognized for its professional community and cultural energy. Its location near Manhattan's financial and legal institutions, along with its own strong innovation and nonprofit sectors, provides outstanding opportunities for career growth and collaboration.

Downtown Brooklyn, where the campus is located, is a dynamic hub of creativity, talent, and commerce, solidified as a true "Tech Triangle" and a formidable rival to traditional Manhattan districts. As the second-largest central business district and financial district in NYC, it boasts a versatile and robust economy that attracts leading tech companies, startups, and established financial institutions alike. This unique blend creates a lively atmosphere where professional opportunities intersect with rich cultural experiences, making Downtown Brooklyn an unparalleled destination for work, life, and investment.

## INFORMATION ABOUT LEADERSHIP

- [Find Out Who Makes Up the School Leadership](#)

## POSITION COMPENSATION

The salary range for this role is \$200K – \$225K, with benefits appropriate for a position at this level. This position is eligible for a hybrid work schedule, consistent with Brooklyn Law School's workplace policies and operational needs. Brooklyn Law School has an excellent benefits package that includes sick, personal and vacation paid time off, a generous retirement plan, dependent tuition scholarship Pre K- undergraduate college and additional summer Friday PTO.

## NOMINATIONS/APPLICATIONS

Review of applications for the AVP/Controller will begin on a rolling basis starting Monday, April 27th, 2026 and continue until the position is filled. All submissions must include:

- A letter of interest addressing the strategic objectives and qualifications identified in the profile;
- A current curriculum vitae; and
- Contact information (email and phone) for five (5) professional references, including their relationship with the candidate.

Brooklyn Law School is being assisted by AGB Search. Application materials should be submitted through the AGB Search portal system here:

[Brooklyn Law School - AVP/Controller](#)

Please direct nominations and expressions of interest or any questions regarding the application process to: [AVP-BrooklynLawSchool@agbsearch.com](mailto:AVP-BrooklynLawSchool@agbsearch.com)

**Margaret F. Plympton, Ed.D.**

Principal

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[human.resources@brooklaw.edu](mailto:human.resources@brooklaw.edu).

