



EXECUTIVE SEARCH

EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

Candidate Profile

Fiscal Director

New York Institute for Special Education

<https://www.nyise.org/>

999 Pelham Parkway North

Bronx, New York



Organization

In the early 19th century, several social activists understood the need to provide opportunities for individuals who were blind. As a result of their efforts, The New York Institution for the Blind was incorporated in 1831. The school held the first class for children who were blind in the U.S. when it opened its doors over 180 years ago on March 15, 1832.

The school began in a single row home in Lower Manhattan and later moved to 9th Avenue and 34th Street. In 1924, the school opened in its present location on Pelham Parkway in the Bronx. Before the move, it had been renamed The New York Institute for the Education of the Blind.

In 1986, the Institute reaffirmed its mission of service to children and changed its charter to accept not only children with visual impairments but also children with emotional/learning needs and preschool children with developmental disabilities.

Now known as The New York Institute for Special Education, the Institute offers programs to children ages 3 to 21 from the five boroughs of New York City, as well as Long Island, Westchester and counties in Upstate New York.

Today the Institute includes three classroom buildings, one of which houses the administration offices, library and auditorium. Three dormitories provide residential programs for students during the week. A gymnasium contains a fitness room, indoor track and swimming pool. Additional leisure opportunities are available in a bowling alley, recreation room and accessible playground.

More than 17 acres of spacious, well cared for grounds surround the buildings and provide areas for play, relaxation and socialization during students' free time.

The Institute is proud to be honored with accreditation by The National Commission for the Accreditation of Special Education Services (NCASES). NCASES provides an accreditation process specifically designed to review and evaluate special education programs to assure the continued improvement and highest quality of education for children with special needs. There are over 50 standards required for accreditation with NCASES and the Institute has successfully accomplished all of them.

MISSION STATEMENT

The Mission of The New York Institute for Special Education is to provide quality educational programs and support to the students and families in a safe, caring environment, to awaken and inspire student curiosity, lifelong learning, and fulfillment.

Position Summary

The Fiscal Director (FD) ensures the short- and long-term prudent fiscal operation of the business office, including management of all assets and liabilities; leads the department in implementing best practices in financial management and planning; manages and provides oversight for all financial and related services; collaborates with the Executive Director to lead the budget process; and administers the distribution of financial resources in accordance with allocations determined by the administration.

The FD will manage and provide oversight for the day-to-day management of the business office to include such tasks as preparation of financial statements, departmental reports, payroll, accounts receivable/payable, benefits and other HR related items. The FD will develop and maintain a collaborative culture that serves the financial needs of the Institute.

The FD will proactively manage funding requirements and submittals of the 4201 and 4410 programs while maintaining records for investments, and alumni and donor funding which is critical to the overall financial health of the Institute.

As a member of the senior team, the Fiscal Director is expected to partner with the Executive Director in providing recommendations for best practices relating to the financial operation and the short-, mid- and long-term fiscal strategy.

Key Competencies

- Effective oral and written communication skills, and proactive communication with Institute personnel, state and New York City agencies.
- Data analysis skills for solving problems and recommending solutions which are consistent with organizational objectives.

- Knowledge to review and interpret highly technical information, write policies and procedures, and articulate and analyze situations to define issues and draw thoughtful conclusions.
- Thorough knowledge of the principles, procedures and practices of school operations, budget development, and an understanding of the interaction of the various programs within the Institute.
- Experience applying federal, state and local laws, rules and regulations governing school finance.

Job Expectations

- Establish and maintain all accounting processes associated with administering the Institute's budget: accounts receivable, accounts payable, personnel payroll, benefits, investments, gifts from donors and the alumni fund. Work cooperatively with the staff in SED and New York City in relation to funding for the 4201 and 4410 programs.
- Manage the financial and budgetary processes of the Institute to ensure that it derives maximum benefit from its budget.
- Develop, mentor and manage the support staff in the business office to create a high-performing team which is responsible for and anticipates the needs of the Institute and provides timely and effective support. This includes the evaluation of all staff in the department.
- Develop training options and/or improvement plans to ensure exemplary business operations.
- Take responsibility for ensuring financial information and data is provided; that it is timely, comprehensive and accurate; and that it enables the Institute to plan and take appropriate management action. This includes all salary and benefit calculations related to employees.
- Ensure that accounting procedures within the Institute meet all federal, state and local requirements.
- Serve as the Plan Administrator for the Institute's private pension including answering questions from employees about this and other retirement topics and working with the plan sponsor and actuarial company on behalf of employees.
- Serve as the Plan Administrator for the Institute's tax deferred annuity plans.
- Oversee a payroll system that meets all federal, state and local requirements.
- Assist administrators in the development of the budget.
- Establish and maintain the necessary procedures for budgetary controls.
- Attend meetings of the Board of Managers to provide financial information.
- Prepare and present a Treasurer's report to the Executive Committee and Board of Managers.
- Prepare material for the Finance Committee of the Board of Managers. This includes an up-to-date report on the investments.

- Prepare all federal, state and local financial reports for agencies having jurisdiction over the Institute. This includes annual CFR and 990 documents.
- Prepare for the yearly financial audit and other state-initiated audits.
- Oversee the collection of revenues and monitor the cash flow of all Institute funds.
- Participate as a member of the Executive Team and the Management Team.

Education, Knowledge and Skills

- A Master's degree in accounting, business administration or a related field preferred. Certified Public Accountant preferred but not required. Continued education focused on professional development and staying current in financial trends and legislation is an expectation of this position.
- A minimum of five years' experience in a supervisory or management position in finance and administration in the private or public sector. Experience in a school or nonprofit setting preferred.
- Successful experience in the (day-to-day) oversight, financial control and supervision of budgeting, accounting, and payroll.
- Strong proactive written and oral communication skills that allow the candidate to communicate with the senior team and Executive Director to meet the goals of the Institute.
- The ability to establish effective working relationships with staff, the board and agencies providing funding.
- The ability to manage time effectively, multitask, and work under deadlines and in stressful situations.
- The ability to perform duties with an awareness of all Institute requirements and Board policies that are designed to maintain the high standards of integrity the Institute is known for.
- The ability to use a variety of financial software.
- The ability to demonstrate skills in organization, planning and creativity, anticipatory management and best practice execution.

Competitive Compensation and Benefits

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| ■ A base salary | ■ Standard executive benefits to include health and defined pension contribution |
| ■ Professional dues and education expenses with the emphasis on continuing education | |

Formal background investigation, salary verification, credit check, educational achievement verification and personality testing will be completed during the process.

A NYC Department of Education background check is a pre-employment requirement.

Professionals who meet or exceed the established criteria are encouraged to contact:

GSI Executive Search, Inc. (www.gsixexecutivesearch.com)

Daniel J Farrell, CCM

Principal

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