

# **Controller**

**Posted Date:** October 2025  
**Start Date:** ASAP  
**Title:** Controller  
**Department:** Finance  
**Reports to:** Chief Financial and Operating Officer  
**FLSA Status:** Exempt  
**Schedule:** Full-time; 35 hours / 5 days a week

## **The Jewish Museum:**

The Jewish Museum serves people of all religious, cultural, and ethnic backgrounds through world-class exhibitions ranging from ancient to contemporary. Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum aspires to be the global leader at the center of Jewish culture.

The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum's thought-provoking, innovative, and intellectually stimulating exhibitions and education programs serve a wide range of audiences, including families, children and teens, students, educators, and visitors with disabilities. As an identity-based institution, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among wide audiences and especially in these challenging times. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

The Jewish Museum is committed to creating an inclusive and welcoming environment for all. Integrity, collegiality, and excellence are central to the Museum's values. These values, along with an institution-wide commitment to Diversity, Equity, Access & Inclusion (DEAI), are embedded in the Museum's strategic plan.



## **The Position:**

The Controller is a key role in the museum's financial leadership team, supporting the overall financial health and integrity of the institution. Reporting to and in partnership with the Chief Financial and Operating Officer, this position will play a critical role in stabilizing and rebuilding the museum's financial infrastructure to meet the demands of the current operating vision. The Controller will be responsible for ensuring accurate and timely financial reporting, creating efficient and tech-enabled financial systems and processes, and building, leading and mentoring the finance team.

The museum's \$25 million operating budget is supported by admissions, memberships, retail, philanthropy and earnings from endowment investments. The Controller will oversee the general ledger, accounts payable, audit, and compliance. The role requires a hands-on, detail-oriented professional with a process-improvement mindset, and the ability to lead through change. The candidate must be a CPA with a strong understanding of GAAP and experience with nonprofit accounting.

## **Key Responsibilities Include:**

### **Accounting Management & Oversight**

- Oversee all day-to-day accounting operations including general ledger posting, accounts payable, bank reconciliations, cash flow reporting and projections, and monthly and quarterly closes.
- Supervise and support a finance team including an Assistant Controller, Staff Accountant, and AP Specialist.
- Partner with the Director of Financial Planning & Budgets to ensure timely and accurate reporting for all budget managers and the Board of Trustees.
- Ensure compliance with GAAP and applicable regulatory requirements.
- Prepare timely and accurate financial statements and internal reports for management, the Board, and external stakeholders.
- Manage the accounting for gifts, investments, restricted funds, and endowment spending policy, including monthly reconciliation of pledges receivable and all revenue.

### **Audit, Tax, and Compliance**

- Serve as the primary liaison with external auditors during the annual financial statement and 403b plan audits, preparing related statements and supporting schedules, and ensure timely completion.
- Coordinate the preparation of IRS Form 990, Form 5500 filings, and other required state and local tax filings.



- Prepare and submit monthly Sales Tax filings.
- Together with HR, oversee weekly and semi-monthly payroll and benefits contributions, including 403b.

### **Process Improvement & Systems Optimization**

- Update and document accounting and financial operations workflows that ensure efficiency, accuracy, and clarity.
- Leverage technology, including system integrations through APIs and automation
- Standardize processes and strengthen internal controls to support long-term sustainability and timely monthly, quarterly and annual fiscal period closes.

### **Team Leadership & Development**

- Provide thoughtful and steady leadership to a finance team undergoing transition.
- Foster a culture of accountability, clarity, and continuous improvement.
- Mentor team members to build capacity, cross-train, and promote professional growth.

### **Other Duties and Responsibilities:**

- Responsible for day-to-day banking relationships.
- Provide financial information for various grants as requested.
- Participate as a staff member for the Audit, Finance and Investment Committee meetings of the Board.

### **Requirements:**

- Bachelor's degree or equivalent in Accounting, Finance, or related field required; MBA preferred.
- CPA required.
- Minimum 7–10 years of progressively responsible experience in nonprofit or mission-driven financial management; museum or arts experience a plus.
- Demonstrated success in stabilizing and modernizing financial operations, especially in organizations undergoing transition.
- Strong working knowledge of GAAP and nonprofit accounting standards.
- Proficiency with Sage Intacct and ability to implement new technology solutions.
- Proven ability to lead, manage, and develop staff in a dynamic environment.
- High level of integrity, sound judgment, and a collaborative approach.
- Ability to interact with senior management and Board members.



**Work Environment & Schedule:**

- Hybrid work environment with minimum in-office presence 4 days/week expected.
- Occasional evening or weekend work may be required during audit season or for special projects on a limited basis.

**Salary Range: \$165,000 - \$175,000**

**Send Resume with Cover Letter To:**

**Director, Human Resources  
The Jewish Museum  
1109 Fifth Avenue  
New York, NY 10128  
Email: [jobs@thejm.org](mailto:jobs@thejm.org)**

*The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.*

