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Senior Manager, Finance - Special Projects

Job Details

Job Location
Peter Jay Sharp Building - Brooklyn, NY

Position Type
Full-Time

Education Level
4 Year Degree

Salary Range
\$90000.00 - \$110000.00 Salary

Job Category
Finance

Description

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BAM is seeking a **Senior Manager, Finance – Special Projects!** Entering year two of a five-year strategic plan, a key tenant of the five-year plan is

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review existing business processes with a focus on simplifying, standardizing, and automating them for efficiency
- Analyze system design alternatives for new financial accounting systems and / or improvements to existing systems.
- Relay financial business strategy into technical requirements; communicate requirements to internal and external technical teams.
- Understand the integrations across the institutional portfolio of systems and impacts to the business processes with these data points.
- Manage the execution and timeline of system changes, escalating issues, and risks to leadership, as needed.
- Assist with creating and updating Finance policies and procedures per best practices and conduct research, if needed.
- Develop and lead a series of institution wide trainings relating to system change and updated financial policies and procedures.

Qualifications

- Bachelor's degree in Finance, Accounting, Information Technology, or a related field
- Minimum 5 years of relevant experience
- Deep understanding of finance systems and processes
- Advanced proficiency in MS Office (Excel, PowerPoint, etc.)
- Comfort with ambiguity and the ability to logically structure issues and determine recommended resolutions
- Strategic thinker with the ability to make connections across workstreams and matrixed organizations
- Superior project management skills with demonstrated experience successfully managing a cross-functional or cross-departmental team on a complex project
- Proven competence in analysis reporting
- Excellent written and oral communication skills
- Strong presentation and training skills
- Excellent organization and time management skills
- Ability to multitask projects with varying deadlines
- Excellent problem-solving and interpersonal skills
- Sensitivity with confidential information

Compensation: The salary range for this role is \$90K - \$110K. This position is full-time, exempt, and eligible for benefits. BAM provides a comprehensive benefits package including medical, dental, and vision insurance, retirement plan opportunities including both 401(k) and pension plans, as well as BAM-related benefits including access to BAM's fantastic programming.

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- The employee sits most of the time yet may occasionally move around the office, uses fingers and hands, engages in frequent oral communication, and

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Application Instructions: Must complete an online application through [BAM's website](#) - no phone calls, emails or walk-ins, please.

Internal Applicants must apply through [BAM's website](#)

Employees must meet all the following criteria to be considered for an interview:

- Completed at least 1 year of continuous, active service in current position. (Positions excluded include, but are not limited to, temporary assignments, and probationary employees)
- Meet the experience and skills requirements as outlined in the job post
- Be employed in the current position for at least one year
- Performed in a satisfactory manner without any corrective actions in the last 12 months

Brooklyn Academy of Music is an Equal Opportunity Employer. BAM recognizes that historic institutional practices lead to a non-inclusive environment and is working to address diversity and inclusion in all forms. Individuals in BAM are experiencing their own pace during this process, which is not uncommon when addressing power and privilege. The Finance team supports and continues to take part in this process.

Apply Now

Legal First Name*

Legal Last Name*

Email*

Confirm Email*

Phone

 +1 *arrow_drop_down*

Attach Resume/CV

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I confirm that I have read and

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be required by any state or federal law. Any falsification, misrepresentation, or omission, whenever discovered, shall be

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agree that the Brooklyn Academy of Music may use information submitted for recruitment purposes only. Any information provided will not be shared with third parties for non-recruitment purposes, unless legally required to do so.

If hired, my employment with Brooklyn Academy of Music is at-will. This means that I may terminate my employment at any time. Similarly, the company may terminate my employment at any time, with or without cause. I understand that no documents or statements of BAM will constitute a contract of employment that, in any way, limits BAM's right to terminate my employment at will. I further understand that the at will nature of my employment cannot be changed except by a formal written contract by the President, Executive Producer, or a member of the executive team of BAM.

BAM will not, except in the case of a bona fide occupational qualification or need, or as otherwise permitted or required by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, citizenship status, present or past history of mental disorder, mental retardation, learning disability or physical disability with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment.

If an investigative report is requested, you have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. By agreeing below, you acknowledge receipt of a copy of the foregoing notice.

A summary of your rights under the Fair Credit Reporting Act can be viewed [here](#).

For New York applicants only, [click here](#) to view a copy of Article 23-A of the New York Correction Law.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of employment and the answers given by me are true and correct without any mental reservation whatsoever. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

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Create an Account

***Indicates Required Field**

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Confirm Email*

Password*

Verify Password*

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Brooklyn Academy of Music retains the right to verify all information provided by me. In the process of such verification, I fully authorize Brooklyn Academy of Music to contact any person, school, organization, or employer listed to disclose all information necessary to verify information or statements. I release all persons who disclose such information from any liability or damages to me or anyone acting in my name. I waive any written notice of the release of such information that may be required by any state or federal law. Any falsification, misrepresentation, or omission, whenever discovered, shall be considered legitimate and sufficient grounds for dismissal.

The Brooklyn Academy of Music privacy policy applies to all personal information you voluntarily submit to the Brooklyn Academy of Music career website. The type of personal information collected relates to the Brooklyn Academy of Music employment opportunities and may include full legal name, social security number, date of birth, email address, contact information, employment history, skills, references and job preferences. By applying for a position through this website, you agree that the Brooklyn Academy of Music may use information submitted for recruitment purposes only. Any information provided will not be shared with third parties for non-recruitment purposes, unless legally required to do so.

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