



Controller and Senior Director

Mellon Foundation

New York, NY

Salary: \$325,000-\$350,000

The Organization

The [Mellon Foundation](#) (“Foundation”) is a not-for-profit, grant making organization that believes that the arts and humanities are where we express our complex humanity, and that everyone deserves the beauty, transcendence, and freedom to be found there. Through its grants, the Foundation seeks to build just communities enriched by meaning and empowered by critical thinking, where ideas and imagination can thrive. The Foundation makes grants in four core program areas—Higher Learning, Public Knowledge, Arts and Culture, and Humanities in Place—and through its signature Presidential Initiatives.

The Position

The Controller and Senior Director (Controller) will play a key role in Mellon Foundation’s financial management and reporting. This position oversees all accounting operations including financial reporting, annual audit, grants accounting, procurement, accounts payable, travel management, and treasury. This role is responsible for ensuring accurate and timely recording of financial transactions and providing strategic financial guidance to support decision-making processes. The controller will lead a team of about 8 full-time employees and directly manage three senior/ accounting managers across procurement/account payable, travel and expense management, financial reporting.

The successful candidate for this position will be a highly skilled and talented finance executive with multifaceted expertise and excellent interpersonal and communication skills. They will exhibit exceptional strategic, financial, management, and operational skills and a demonstrated track record of success in a role of analogous complexity in academia, government, or the private sector. The ideal candidate will have proven experience managing, mentoring, and developing diverse teams and experience leading strategic planning and multi-year financial planning.

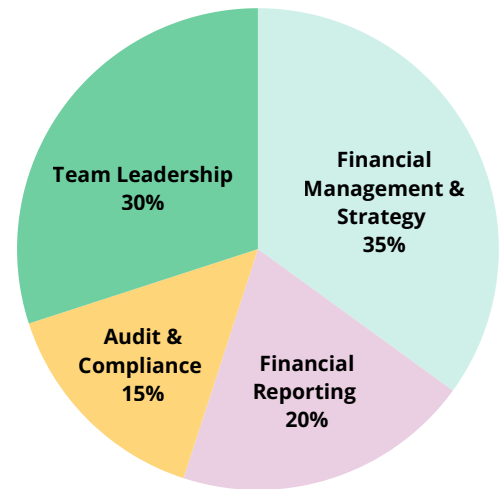
RESPONSIBILITIES

Team Leadership

- Lead, develop, and mentor an 8-person accounting team, including 3 direct reports.
- Foster a collaborative, high performance culture with clear accountability and ongoing professional development.

Financial Management and Strategy

- Oversee and manage the day-to-day operations of the accounting department.
- Ensure accurate and timely recording of financial transactions, including accounts payable, accounts receivable, and general ledger entries.
- Maintain a robust controls environment to minimize financial risks across all transactions.
- Manage treasury function: cash flow management, liquidity forecasting, and bank accounts.
- Manage all procurement, accounts payable, and travel and expense management processes.
- Oversee salary and wage processing, payroll tax compliance, record keeping, and compliance with employment laws.
- Evaluate, recommend, and implement improvements to policies, procedures, and controls to improve financial performance.
- Lead the evaluation and implementation of financial systems and technology enhancements across the organization.



Financial Reporting

- Prepare and analyze monthly, quarterly, and annual financial packages, including balance sheets, financial results, and cash flow statements.
- Provide timely, detailed financial reporting and analysis to support executive decision-making.
- Ensure compliance with relevant accounting standards, tax laws and regulatory requirements.
- Provide financial data and analysis to support the Foundation's tax filings.

Grants Financial Management

- Responsible for all activities related to grant payments, including bank accounts, payment processing, system interfaces between grants management and the general ledger, payment reconciliation, cash flow projections, and grants payables reporting.

Audit, Compliance and Internal Controls

- Manage the external audit process from planning through completion.
- Ensure compliance with all relevant legal, regulatory, and reporting requirements.
- Design, implement and maintain rigorous internal control procedures.

THE IDEAL CANDIDATE

The ideal candidate for the Controller and Senior Director position possesses the following competencies:

Plans & Aligns Planning and prioritizing work to meet commitments aligned with organizational goals.	Demonstrates Self-Awareness Using a combination of feedback and reflection to gain insight into personal strengths and weaknesses	Communicates Effectively Developing and delivering multimode communications that convey a clear understanding of the unique needs of different audiences.
Decision Quality Making good and timely decisions that keep the organization moving forward.	Ensures Accountability Holding self and others accountable to meet commitments.	Builds Effective Team Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.

DESIRED QUALIFICATIONS

Experience

- Bachelor's degree in accounting, finance, or related field required. CPA or CMA certification strongly preferred. MBA or master's degree in accounting or finance a plus.
- Minimum 10 years of progressive accounting or finance experience, including at least 3-5 years in a Controller or senior accounting leadership role, preferably within a nonprofit, foundation, or academic institution.
- Demonstrated success in building and leading a high performing finance function with broad oversight of financial reporting, grants accounting, procurement, and financial operations.
- Proven experience evaluating, managing, and implementing financial enterprise systems and processes, driving operational efficiency and internal controls.
- Track record of recruiting, developing, retraining high performing teams.

Skills

- Strong knowledge of accounting principles and practices including GAAP accounting.
- Ability to establish metrics tied to financial and institutional strategies, monitor progress towards them, and drive desired results.
- Outstanding leadership ability, including communication and presentation skills, confidence, and executive presence.
- Demonstrate excellent written, verbal and interpersonal communication skills
- Demonstrated expertise in building relationships, networks, and support systems in complex, multi-faceted environments.
- Demonstrated strategic mindset, including excellent analytical, problem-solving, and interpersonal skills.

DESIRED QUALIFICATIONS (cont.)

Personal Characteristics

- Demonstrates a strong understanding of their own strengths, limitations, and impact on others.
- Possess the fortitude and professionalism to confidently communicate with senior leadership and share unpopular points of view to ensure that the institution meets its financial expectations now and in the future.
- Excellent judgment in communicating within a variety of settings.
- Highly organized and able to effectively manage multiple priorities simultaneously.
- Knowledge of, passion for, and commitment to the Foundation's mission.

WHO WE ARE

Work Environment

Please note that Mellon maintains a hybrid work schedule, with three days per week in person at the Foundation's Manhattan offices.

Our Commitment

The Mellon Foundation is committed to building an inclusive workplace where all individuals are treated with dignity and respect. Employment opportunities are based on individual qualifications, merit, and organizational need, without regard to race, color, religion, sex (including pregnancy, childbirth, and related conditions), gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other characteristic protected by applicable law. We welcome applications from qualified individuals of all backgrounds.

Mellon is committed to access and inclusion for our applicants. If you have accessibility requests to support your participation in the hiring process, please let Jennifer and Sterling know at your earliest convenience.

COMPENSATION AND BENEFITS

Salary

\$325,000 - \$350,000

Mellon is committed to providing compensation that is competitive and equitable within the philanthropic sector. The amount of pay offered will be determined by several factors, including but not limited to qualifications, unique skills, credentials, or experience that is expected to impact the candidate's contribution to the role. We will also consider market data as well as the Foundation's internal pay equity framework. Mellon offers a generous total reward package that includes base salary and a comprehensive benefits program, as well as an excellent working environment.

TIMELINE AND NEXT STEPS

DRG is conducting this search on behalf of Mellon. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are particularly interested in and qualified for the position
- A current resume
- A list of references (references will not be contacted until the finalist stage of the search)

Application Deadline: April 13, 2026

Start date: June 2026

This position description is based upon material provided by The Andrew W. Mellon Foundation, an equal opportunity employer. Mellon is committed to attracting, developing, and retaining exceptional people.

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[Submit an application](#)