



## OUR VALUES: PEOPLE, PROGRESS OVER PERFECTION AND POSITIVITY

<b>Position Title:</b>	CFO
<b>Reports to:</b>	CEO
<b>Summary:</b>	Fractional – Approx 5-10 hours per week
<b>Experience:</b>	Minimum of 8 years of experience preferred
<b>Compensation:</b>	\$85.00 - \$125.00 per hour

### **Job Function:**

The CFO is an important member of the organization's leadership team and is responsible for developing and implementing the organization's financial strategy, including budgeting, forecasting, and financial planning, as well as overseeing the accounting operations. While most work can be done remotely, the CFO would be expected to be in the JA office approximately once a week with schedule and timeframe to be negotiated. Strong verbal and written communication skills and accuracy and attention to detail are critical for success.

### **Responsibilities:**

- Collects, analyzes and communicates financial information; prepares monthly financials and dashboard ratios; makes appropriate recommendations to the President/CEO
- Prepares and presents financial package at Finance Committee meetings
- Manages loans (funding, repayments, covenants, etc.)
- Drives, in close consultation with the CEO, annual budgeting process including YOY trends, areas of concern, etc.
- Creates, manages, and communicates cash flow and forecasts
- Coordinates with staff and external auditors to ensure compliance reporting
- Ensures compliance with governmental and JA financial reporting requirements
- Provides financial and budget reports as needed by programmatic and development staff
- Oversees purchasing strategy for program materials and other budgeted expenses
- Oversees and ensures vendor contracts meet organizational need and value
- Manages month end close and reviews reconciliations and entries from Staff Accountant
- Monitors deferred revenue accounts
- Oversees audit process working with Audit Committee, auditors and staff to ensure accurate and timely results
- Assist with payroll and 401k with the Chief of Staff
- Manages work direction of Staff Accountant along with the Chief of Staff

### **Qualifications:**

Bachelor's degree or higher in finance, accounting, or related field. Preferably CPA or MBA. Strong familiarity with accounting/finance software. Strong data analysis skills with ability to make data-driven decisions. The ability to create, analyze and report financial data to stakeholders. Ability to identify and mitigate risk as well as ensure compliance to applicable laws and regulations.