

CHIEF FINANCIAL OFFICER

Public Education & Business Coalition

www.pebc.org

PROGRAM DESCRIPTION

All students deserve an exemplary teacher in the classroom.

Our PEBC staff is seeking a CFO to join our thriving non-profit education organization.

For over 30 years, PEBC has worked nationally to prepare outstanding new teachers and help practicing teachers and leaders become exceptional. We also pride ourselves in being Colorado's largest residency-based teacher preparation program.

Join us in the continuum of learning and growing for educators and students alike

GENERAL DESCRIPTION

The CFO provides strategic direction and forecasting as related to the fiscal health, growth and financial operations of the organization, in support of its overall work and impact. In addition to providing strategic direction, the CFO plays a pivotal role in the implementation of all such strategic plans. The CFO reports directly to the President and is a member of the organization's Leadership Team. The CFO works closely with the Board Treasurer and the Board Executive Committee to ensure accurate presentation of the organization's ongoing fiscal state, its internal financial policies, including banking relationships, and is available to any Board member as requested as related to their position. The CFO is directly responsible for the annual audit and tax filings, oversees the monthly financial statements, operating budget, payroll, HR support, cost benefit analysis, and forecasting needs of the organization, as well as its adherence to all non-profit and other pertinent accounting policies and guidelines / laws

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the President on the strategic vision; develop and maintain internal controls to safeguard the financial assets of the organization; oversee agreements related to federal funding and awards; monitor and maintain assets/inventory purchased in order to fulfill federal rules/regulations; compile and prepare documents for any/all required audits.
- Oversee management and coordination of all fiscal reporting activities for the organization including: monitor banking activities to ensure adequate cash flow to meet the needs of the organization; prepare monthly financial statements; monitor the operating budget; develop and monitor contract and grant budgets to ensure compliance with federal, state and local guidelines; and understand relevant legislative and programmatic rules/regulations to disseminate pertinent information to appropriate personnel.
- Work with COO to develop annual operating budget.
- Manage purchasing and payroll activity for staff; work with HR to oversee business insurance plans, health care coverage, savings/retirement plans and investigate cost-effective benefit plans and other fringe benefits to attract and retain qualified staff.
- Oversee risk management strategies.
- Develop financial performance measures that provide the organizational leadership and the Board Executive Committee real time financial information, including financial projections, that also inform ongoing and improvement strategies.
- Develop investment policies, and including cash position and reserves usage.

CHIEF FINANCIAL OFFICER**Public Education & Business Coalition**www.pebc.org**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Sage/Peachtree and other accounting software.
- Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles.
- Foster and cultivate relationships amongst staff.
- Ability to create and assess financial statements and budget documents.
- Communicate effectively in both written and verbal form.
- Ability to work with Board members and organizational leadership.

EDUCATION REQUIREMENTS

Education: Completion of a Bachelor's degree or Master's degree in accounting at an accredited college or university, and is a Certified Public Accountant or has preferred or equivalent experience.

Experience: The Chief Financial Officer should have experience working in a non-profit organization and in companies of 100 plus employees.

COMPENSATION

- Salary commensurate with experience. Health and retirement benefits provided.

ANTI-DISCRIMINATION POLICY

The PEBC believes that one of the great strengths of this country is the rich diversity of its residents. The PEBC does not have, and will not adopt or implement, any personnel policy or practice that discriminates on the basis of race, religion (creed), national origin (ancestry), color, age, gender, sexual orientation, gender expression, gender variance, marital status, citizenship, disability, political affiliation, military status, veteran status, belief, or any other protected status.

To apply please send a cover letter and resume to:

Natalie Newton at nnewton@pebc.org