

POSITION DESCRIPTION

San Francisco Education Fund

Chief Financial Officer

Organization web site: www.sfedfund.org

Reports to: Executive Director

Direct reports: 1 (Director of Administration)

Category: Exempt

Employment type: Flexible: FTE or PTE position based on candidate qualifications and circumstances

Organization Overview

The San Francisco Education Fund is a non-profit organization with 25 employees that delivers an integrated portfolio of programs to support teachers and students, and drive district-wide change and school reform for our San Francisco public schools. This is an exciting time to join the organization, as the San Francisco Education Fund and San Francisco School Volunteers recently merged in July 2009, combining 75 years of proven programs that:

- Support teachers with training and resources to enhance classroom practice
- Match volunteer skills with teacher requests
- Engage students to create positive changes in their schools
- Unite families, service providers, businesses and others to build stronger school communities
- Inform district policy through strategic partnerships and community input

The SF Ed Fund is now aimed in a powerful direction with an entrepreneurial spirit, exciting program growth and innovative new initiatives being launched. Our unique combination of school-based and district-level programs enables us to meet pressing teacher and student needs, play a leading role in policy change through partnerships with key stakeholders, incubate promising approaches to improving student success, and build a shared sense of responsibility to strengthen our public schools.

Position Overview

The Chief Financial Officer is a leadership opportunity to build a new finance infrastructure and accounting system for the newly merged organization that supports our larger staff and operations, and establishes the financial platform to support the growth and scaling of our programs. The Chief Financial Officer is responsible for executing the finance, accounting and bookkeeping functions of the organization, and will supervise and work closely with the Director of Administration to provide leadership and management of all finance and administrative areas of the organization. The Chief Financial Officer reports directly to the Executive Director and is a member of the senior management team along with the Director of Development, senior program officers and other key staff members. The Finance Director's overarching responsibilities will be to:

- ensure accurate financial reporting in compliance with GAAP, IRS and other regulatory standards and requirements
- produce accurate and timely financial statements and reports for management, staff and the Board of Directors
- create financial reports, planning tools and other analyses to support the fundraising efforts of the organization
- monitor the overall fiscal strength and management of the organization

Responsibilities

Financial Reporting: Produce monthly financial statements and management reports, including statement of financial position, statement of activities, schedules of temporarily and permanently restricted assets, income and expense budget variance reports, cash flow projections, and individual program reports on expenses and income sources. Responsible for bookkeeping duties, including accrual entries, bank reconciliations, trial balances and related tasks required to close-out monthly books and produce statements and reports listed above.

Budget Preparation and Reporting: Prepare annual budget and cash flow projections integrated with the accounting system to produce periodic variance reports. Lead and manage the budget process by working closely with program officers, development staff, and Executive Director to ensure prudent fiscal planning and budgetary compliance. Establish methodologies for cost allocations across programs/departments and other budget procedures. Train and support staff on entering budget information into accounting system and generating reports on individual program and department expenses, income sources and other activities as needed.

Investment Reporting for Endowment and Other Accounts: Establish financial reporting for endowment and other investment accounts, including investment interest and dividend income, calculation of realized and unrealized gains/losses, and other data necessary for management and compliance of such accounts. Perform analyses for the Investment and Finance Committees, Board, and management as requested.

Grant Reporting for Foundations, Government Agencies and Other Funders: Work closely with the development and program staff to prepare budgets, reimbursement submissions, grant reports (for restricted and non-restricted grants), and other schedules as necessary for accurate and timely reporting of expenses by specific programs and activities. Such reporting must conform to the individual requirements of various foundations, government agencies, corporations and other funders. As the organization continues to introduce new programs and grow its diversified funding base, particularly with the advent of increased government funding for education, there will be greater need for reporting that meets specific requirements of various government agencies.

Accounts Payable and Cash Management: Manage and process accounts payable, including payments to outside contractors, consultants and vendors, employee expense reimbursements, and payroll-related expenses such as payroll taxes, employee benefits, and employee retirement accounts. Establish and manage invoice approval procedures for adequate controls and accurate coding of payables in accounting system. Work with Executive Director and program officers to manage contractual agreements with consultants and contractors, including negotiation of terms and conditions and management of work performed. Prepare bank deposits for accurate coding of income and restricted grants in accordance with the reporting needs of the development staff and in compliance with GAAP, IRS and other regulations. Manage balances and transfers among multiple banking and brokerage accounts. Establish document management system (electronic and hard copy) for all finance and accounting documentation of the organization.

Annual Audit: Manage the annual financial audit with the independent audit firm, including preparation of schedules and other information as requested by the auditor. Serve as the primary point of contact for the outside audit team, coordinating all aspects of the audit process.

Form 990 Tax Returns and Other Regulatory Filings: Manage the annual preparation and filing of the Form 990 tax return with the independent audit firm. Prepare timely submissions of Form 5500, quarterly payroll taxes, and other required government filings for Federal, State and local agencies.

Board and Committees Liaison: Serve as the key liaison with Finance, Audit and Investment Committees of the Board to prepare and circulate financial reports and agendas for meetings, set meeting dates, coordinate attendance, and manage committee documentation (minutes, motions, resolutions) for proper governance record keeping. Support the Executive Director on other Board and Committee finance-related initiatives as directed.

Qualifications

- Five or more years of finance and accounting experience with degree in accounting, finance or related field preferred
- Three or more years of experience with non-profit organizations, with knowledge of GAAP, government and other reporting requirements for non-profits
- Experience in working in an entrepreneurial high growth and/or start-up organization
- Strong proficiency with QuickBooks Premier and advanced skills with spread sheets (working knowledge of other accounting software such as MIP, Fundware and Blackbaud preferred)
- Strong proficiency in Microsoft Office programs, including Excel, Word, Outlook and Power Point

- Working knowledge of Salesforce.com
- Excellent written and oral communications skills, with experience presenting at senior management and Board level
- Strong interpersonal skills with demonstrated ability to work effectively with staff, Board of Directors and Committees
- Motivated professional who can function independently while also being a team player, and who thrives in a fast-paced entrepreneurial environment

Compensation and Benefits

The Chief Financial Officer position has an annual base salary is in the range of \$120,000 based on the qualifications and experience level of the candidate. The San Francisco Ed Fund provides competitive compensation and comprehensive benefits package including generous vacation, medical, vision, dental, short-term and long-term disability, a matching 403(b) plan and other fringe benefits.

To Apply

To apply, please submit a resume and detailed cover letter describing your commitment to the mission of the San Francisco Education Fund and how your experience satisfies the requirements of the position as described herein. Include at least three professional references that can verify your finance, accounting and bookkeeping skills and expertise. The interview process may include an on-site test of QuickBooks Premier and advanced spread sheet skills. A description of specific working conditions related to the position will be provided at the introductory interview. Please e-mail: **hr@sfeedfund.org** with your cover letter and resume attached in Word or PDF format. Or write: Chief Financial Officer Position, San Francisco Education Fund, 727 Golden Gate Avenue, Second Floor, San Francisco, CA 94102. No phone calls please.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.