



Chief Finance Officer

Junior Achievement: Empowering young people to own their economic success®

COMPANY SUMMARY:

Junior Achievement of Washington's (JAWA) purpose is to inspire and prepare young people to succeed in a global economy. JAWA reaches over 81,000 students annually with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JAWA mission which brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the JAWA team interact with community leaders who support JA with their time, treasure, and talent. JAWA offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: Reporting to the President & CEO, the CFO will define the process and implement the infrastructure and systems needed to support substantial growth over the next five to 10 years. They will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal and human resources. As an integral member of the senior management team, the CFO will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for JAWA's growth. The CFO will build a finance structure that meets the evolving needs and opportunities of a new, dynamic organization. This role is focused on a wide range of financial management functions, from crafting budgets and assessing performance to overseeing compliance and audit activities.

PRIMARY RESPONSIBILITIES:

Organizational Leadership

- Δ Serve on the leadership team, helping to develop and execute organization-wide plans, programs, and strategies that enable JAWA to advance our priorities.
- Δ Mentor and coach direct reports, delegating work streams effectively and holding team members to a high standard of excellence.
- Δ Provide management support and financial analysis for the Finance, Investment, and Audit Committees of the Board. Attend Board of Director meetings.

Financial Management and Oversight

- Δ Oversee day-to-day finance and accounting operations including general ledger, accounts payable and receivable, fixed assets, prepaids, credit card expense reporting, payroll processing, monthly reconciliation, and monthly and year-end close.
- Δ Oversee the timely and accurate development of budgets and financial reports that will assist the CEO, Board, and other managers in making informed decisions.
- Δ Lead the assessment of financial performance as it relates to both the budget and long-term strategy.
- Δ Establish, review and manage internal systems, controls, processes, and procedures to ensure the integrity, accuracy, and usefulness of financial information and reporting and compliance.
- Δ Oversee development of a rolling 12-month financial forecast; working with the CEO and leadership team, make strategic decisions about work planning and resource allocations.
- Δ Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for Board of Directors.
- Δ Oversee budgeting and cash flow for administration, existing programs, and proposed new sites.
- Δ Manage one full-time staff accountant; hire and retain future support staff.

Reporting and Contract Management

- △ Oversee successful completion of annual audits, IRS filings, and other mandated compliance reporting, including JAUSA national office.
- △ Maintain productive vendor and banking relationships and serve as primary liaison with related third parties.
- △ Evaluate and oversee risk management and insurance issues.
- △ Oversee the development and execution of contractual relationships with external parties.

Administrative Leadership and Management

- △ With an eye to developing and improving systems, serve as a business partner to the CEO on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits systems.

Qualifications

The CFO will have at least five to eight years of professional experience, including managing the finance and administration of a \$5 million to \$20 million organization with preference given to nonprofit experience. She or he will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The CFO will have the following experience and attributes:

- △ Bachelor's degree in Business, Management, or Finance.
- △ Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- △ Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- △ Experience should include legal, audit, compliance, budget, and resource development.
- △ Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- △ Proven effectiveness leading professionals in finance and accounting.
- △ The ability to conduct research of complex issues (accounting, payroll, tax, regulatory) and provide recommendations.
- △ Flexible self-starter; detail-oriented with multi-tasking skills.
- △ Personal qualities of integrity, credibility, and a commitment to the mission of Junior Achievement.

DESIRED:

- △ Master's degree or equivalent experience.
- △ CPA credential strongly preferred.

No Relocation Assistance

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.