

## **JOB DESCRIPTION**

- TITLE:** Chief Financial Officer (CFO)  
**REPORTS TO:** Chief Executive Officer (CEO)  
**STATUS:** Permanent Part-Time, Exempt (50% time)  
**SALARY:** DOQ \$80k - \$100k / year (i.e., part-time rate); plus benefits (vacation, retirement match, health insurance)  
**SUMMARY:** The CFO acts as a strategic partner to the CEO, playing a key role in developing, monitoring and evaluating budget and investment strategies and managing/executing on all aspects related to finance, compliance, accounting, and IT. The CFO also partners with the CEO on human resource matters, with the CEO overseeing HR policies/practices and the CFO overseeing the administration of payroll and benefits. The CFO supervises the Office Manager, who is responsible for bookkeeping, providing IT support, and logistical support to the Board of Trustees.

### **BACKGROUND**

College Spark Washington (CSW) supports the postsecondary dreams of students and their communities through grant-making focused on dismantling racism in the education system. We envision an education system that encourages learners to be their authentic selves and is eager and equipped to guide them towards realizing their dreams. As a 501c3 private foundation, CSW invests in community wisdom and promising solutions with our grantees, as we actively seek and embrace opportunities to support students, communities, and allies to devise and implement educational improvement in Washington state.

CSW began supporting access to higher education in 1978 by managing student loan programs. In 2004, College Spark reorganized as an education grant-maker and since then has committed more than \$100 million to postsecondary success programs throughout Washington state. CSW has assets of ~\$120 million, a staff of six and a 15-member Board of Trustees. CSW has an annual budget of ~\$8 million, which includes grant disbursements of ~\$5 million.

### **ESSENTIAL FUNCTIONS:**

#### Financial Management

- Oversee day-to-day management of accounting, financial reporting, cash flow management, banking, investments, and yearly budgeting process.

- Supervise and oversee the financial records, as performed by the Office Manager.
- Lead the staff in preparation of the annual budget.
- Lead the staff and Board in preparation of the annual external audit and implementation of changes and recommendations.
- Oversee grant disbursement processes and monitor liquidity to ensure timely payment.
- Coordinate with external investment advisor in developing investment policies, monitoring investment portfolio performance and liquidity, as well as reporting to the Finance Committee.
- Manage relationships with investment consultants, investment managers, custodians and bankers, including completion of required paperwork.
- Develop and maintain effective internal controls and policies and ensure compliance with Generally Accepted Accounting Procedures (GAAP), and applicable regulatory standards as may be required for proper private foundation fiscal management. Educate and assist staff with the related fiscal policies and laws.
- Stay abreast of local, state, and national policies and financial regulations.
- Oversee the production and filing all applicable tax returns and coordinate with external tax advisor regarding private foundation excise taxes, mandatory distributions, and other regulatory requirements.
- Prepare, analyze, forecast and provide insights to the CEO and the Board of Trustees about CSW's financial position, stability, liquidity and growth.
- Provide research, analysis, recommendations and follow-through for CSW's Board of Trustees and its Finance and Executive Committees.

#### Administrative and Human Resources

- Supervise and provide support for the Office Manager
- Coordinate with and support the grants staff in oversight of grant management, including monitoring compliance with grant agreement disbursement schedules, and ensuring compliance with applicable laws and audit related expectations.
- Support Trustees and staff knowledge and learning on financial matters and mission aligned investing.
- Create and maintain organizational office systems, in coordination with the Office Manager, including monitoring purchase, maintenance, and inventory of equipment and computers.
- Oversee facilities issues and negotiating lease terms and other vendor contracts.
- Administer employee compensation program, including bi-weekly payroll.

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- Partner with the CEO to develop, recommend, and implement appropriate personnel policies and procedures, maintain appropriate personnel records, and ensure ongoing compliance with procedures and applicable laws.
- Lead benefits administration, including oversight of health insurance plans and 403(b) plan.
- Ensure completion and filing of relevant state and local registration and licensing documents.
- Oversee risk management, including maintaining appropriate business and liability insurance for the organization.
- Administratively support the Board during the annual CEO performance review process.
- Other duties as assigned, including special projects and administrative duties reflective of a small office environment.

#### **QUALIFICATIONS:**

- A bachelor's degree in accounting or finance; MBA (with a similar educational emphasis) or active CPA license is preferred.
- At least 10 years of progressively responsible experience in financial management, with at least 5 of those years in a nonprofit organization; financial leadership working for a private foundation is preferred.
- Proven track record of successful senior finance or accounting leadership, including experience developing and implementing financial strategies, working with governing boards, advising executives, partnering with audit firms, managing banking and investment relationships, supervising staff, and overseeing financial reporting and compliance.
- Substantial knowledge of, and a proven record in: GAAP, payroll and benefits administration, and preparation of audited financial statements and tax returns.
- A successful background check will be required of the final candidate(s).

#### **SKILLS, KNOWLEDGE AND ABILITIES REQUIRED:**

- Thorough understanding of and commitment to the College Spark mission. A deep personal and professional commitment to equity and social justice and a sophisticated and authentic understanding of structural inequality and systemic racism, with an analysis of how that impacts education equity today.
- Demonstrates a high level of integrity and strong ethical standards.
- Represents CSW well as an ambassador, demonstrating effective written and oral communication skills, including the ability to present information clearly and succinctly.

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- Effective analytical, organizational, issue-spotting, and problem-solving skills.
- Attention to detail and ability to multitask, through work interruptions, while maintaining accuracy.
- Ability to self-motivate, initiate activities, and exercise independent and unbiased judgment.
- Ability to monitor and apply governmental regulations related to foundations and nonprofit organizations.
- Ability to manage multiple projects and shifting priorities and meet challenging deadlines.
- CSW is a Microsoft Windows/Office and QuickBooks environment. The ability to demonstrate your proficiencies in these tools will be needed.
- Professionalism, diplomacy, and an ability to handle discretion and judgement with respect to sensitive and confidential information.
- Inventive spirit and ability to work cooperatively and resourcefully as part of a small staff.

#### **WORKING/ENVIRONMENTAL CONDITIONS:**

- Ability to function at a computer workstation for long periods of time, obtain and maintain filed records, and lift up to 15 pounds.
- Ability to telework, with regular in-office day(s) as determined by the CEO.
- Ability to work in a modern open-office environment.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

#### **HOW TO APPLY:**

Open until filled with a rolling review.

Applicants will need to submit a resume, 3 references, and a cover letter (of no more than 3 pages) that specifically addresses the Job Qualifications, your experience meeting the general Categories of Essential Job Functions, and your reflection on CSW's Mission. Email your materials to: [Warren@Collegespark.org](mailto:Warren@Collegespark.org)

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