



# CHIEF FINANCIAL OFFICER JOB DESCRIPTION

## BASIC INFORMATION

**Job Title:** Chief Financial Officer

**Status:** Full Time, Exempt

**Place of Performance:** Seattle, Washington

**Travel Requirements:** Limited (<10%) overnight travel via air or personal vehicle required

**Supervisor:** Chief Executive Officer

**Direct Reports:** Controller, Accountant, HR and Finance Manager

## THE OPPORTUNITY – About Washington STEM

Join a team that is passionately committed to advancing economic opportunity by inspiring and preparing Washington youth for lifelong learning and high-demand careers through a focus on science, technology, engineering, and math (STEM) education. Washington STEM and its [regional STEM Networks](#) and community partners create solutions and change policies to bring the best STEM education to Washington students, especially students of color, females, and youth living in high-poverty and rural communities. Our goal is for every Washington youth to realize their full potential and thrive in our innovation economy. Launched in 2011, Washington STEM has a track record of success, an engaged [board of directors](#), and entrepreneurial culture. The organization will soon develop a new three-year business plan to shepherd our next phase of growth and impact. For more information about Washington STEM, please visit our [website](#).

## POSITION SUMMARY

As an integral member of Washington STEM's leadership team, the CFO will lead and manage a finance and administrative structure to meet the evolving needs and opportunities of a dynamic and results-driven organization. Reporting directly to the CEO, the CFO serves as both a thought partner for setting long-term strategy and a day-to-day manager. The CFO engages in a wide range of functions including developing financial models and managing budgets; overseeing investment, audit, and legal affairs; and leading talent and technology management. The CFO also serves as the program administrator to the [Washington State Opportunity Scholarship](#), the nation's first public-private scholarship supporting low- and middle-income youth to earn STEM and health care degrees.

## PRIMARY RESPONSIBILITIES

### Organizational Leadership

- Serve on the organization's leadership team, helping to develop and execute multi-year business plans and strategies that advance our priorities and intended impact.
- Provide financial analysis and decision-making support for to the CEO, the Leadership Team and project leads, the Washington STEM Board of Directors, the Washington State Opportunity Scholarship Board of Directors, and the Finance Committees. Participate in and staff the Board and Finance Committee meetings for both organizations.
- Mentor and coach direct reports, delegating work streams effectively and holding team members to a high standard of excellence.
- Model ingenuity in leading the evaluation and development of cost-effective and efficient systems, processes and contract relationships to maximize return on investment, staff success and impact.

## Financial Strategy and Management

- Lead the design and assessment of financial strategy and performance as it relates to managing against the annual budget and long-term goals while fostering organizational effectiveness and sustainability.
- Responsible for grants and contracts management, including designing program budgets for proposals and business plans, negotiating contracts and awards, forecasting spending and providing decision support to program management, and ensuring compliance with donor and contractor requirements.
- Oversee the timely and accurate development of budgets, financial reports, and models that will assist the CEO, Board, and other senior managers in making informed program strategy, resource allocation, and investment decisions.
- Oversee investment portfolio and cash management and policies for Washington STEM and WSOS (with combined assets totaling over \$100M) as allowable under federal and state laws and regulations.
- Review and manage (and establish as needed) internal systems, controls, processes, and procedures to ensure the integrity, accuracy, compliance, and usefulness of financial information and reporting.
- Oversee successful completion of annual audits, IRS filings, and other mandated reporting for our 501(c)(3) nonprofit organization. Partner with and manage tax accountants in managing required IRS returns.
- Partner with resource development, CEO, and project leads to develop successful proposals and other resource acquisition strategies, while establishing systems and processes to help steward donor/client intent in the management and reporting of funds.
- 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.

## Legal Affairs, Grants and Contract Management

- Coordinate matters with legal counsel, including contracts, intellectual property, grant agreements, and other matters as appropriate.
- Maintain the integrity and compliance of corporate governance policies and related documents.
- Create and sustain productive vendor, banking and contractual relationships and serve as primary liaison with related third parties.
- Evaluate and oversee risk management and insurance issues.

## Talent and Technology

- Partner with CEO and team to foster organizational, culture, and values focused on equity, results, learning, and improvement.
- Oversee human capital strategy and human resources activities, including hiring, professional development, performance management, salary administration, and benefits administration.
- Lead and manage technology investments, policies, and contract vendors. Assess, create and implement streamlined solutions to support operational effectiveness and provide timely and accurate reporting, reimbursements, etc.

## QUALIFICATIONS

- Ten or more years of successful leadership in a finance function
- Supervisory experience and a demonstrated ability to develop and lead others
- Successful experience managing a budget of at least \$4M
- MBA, graduate, or Bachelor's Degree in finance, accounting, or other relevant field (or equivalent employment and learning experience)

- Experience with grants management and technology-enabled operations/accounting systems preferred
- Experience with investment management and accounting preferred

## KNOWLEDGE, SKILLS, AND ABILITIES

- Desire to work with people of diverse backgrounds, cultures, and perspectives
- Strong alignment with our organizational mission and values
- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Excellent interpersonal skills and a strong customer service orientation
- Strong critical thinking and creative problem-solving skills
- Ability to extract meaning from numbers and present analysis clearly and concisely to people with varying degrees of financial knowledge
- Strong project management and organizational skills with a record of developing and strengthening systems and processes
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals
- High-level knowledge of GAAP, including intercompany transactions and exposure to nonprofit accounting practices
- Effective negotiating and contract management skills
- High-level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint), Adobe (Acrobat DC), and Abila MIP Fund Accounting or other accounting software preferred
- Ability to periodically participate in meetings and events outside of core business hours
- Ability to work well in an office environment with moderate noise levels from standard office equipment; occasional lifting of up to 20 lbs.; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required

## BENEFITS

- Compensation for this role is competitive. The salary level will be commensurate with candidate experience.
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
- Matching 401(k)

## HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter expressing your specific interests to Kris Williams at [kwilliams@resourcefulhr.com](mailto:kwilliams@resourcefulhr.com). We will review applications on a rolling basis as they are submitted, with priority given to applications submitted by March 19, 2018. Applications will be accepted and reviewed until the position is filled. If the position is visible on our website, it remains open.