

Lead with Center City Public Charter Schools: Lead the Finance Team at Center City PCS



Reports to: Chief Operating Officer
Direct reports: Operations Manager, Facilities Contracting Manager, Finance Team
FLSA Status: Full-time, Exempt

Center City PCS is a new organization, with a long history in Washington, DC. Center City PCS believes that small schools and top quality leaders make for excellence –excellence in instruction, management, and student learning. The central office at Center City PCS works to ensure that all campuses receive the leadership and support necessary so that principals, instructional specialists, and teachers can focus on the students. Center City PCS is committed to providing its staff members with ongoing professional learning experiences that enhance practice and build a common culture of continuous improvement.

The Center City PCS Director of Finance who will be responsible for the organization’s budgetary operations and fiscal health. The Director of Finance leads implementation of high quality and proven financial practices, develops financial systems that build on existing components of the current reporting structure. Reporting directly to the Chief Operating Officer, the Director of Finance and Operations role is an exciting opportunity for a results-oriented professional to improve the efficiency and effectiveness of a system of fiscal operations. This position will work in collaboration with the finance, facilities team, providing expertise and guidance.

Areas of Responsibility & Accountability

Finance

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and Office of Management and Budget audit requirements. Maintain internal control safeguards and coordinate all audit activities.
- Develop system to keep track of payments received for before/after care, field trips, etc. Process NSF notices and coordinates with the Ops Mgr/Assoc to keep track of NSF notices on a weekly basis.

Planning, Policy, and Investor Relations

- Coordinate the development and monitoring of budgets.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Manage the preparation of RFP’s consistent with the PCSB policies regarding public bidding for contracts and services that will exceed \$25,000 in a given school year.
- Coordinate response, documentation, board review and contract submission to the DCPCSB for approval
- Prepare periodic reports on outstanding bills, cycle processing times and other efficiency metrics

Facilities

- Manage financial collections around facilities through the Facilities Manager
- Perform periodic walk-through of buildings to ensure safety and cleanliness
- Negotiate new leases and/or amendments to existing leases
- Coordinate upgrades to communications infrastructure in buildings (e.g., telephones, internet service, etc)

- Manage bid renovation work, collect and analyze bids and make recommendations to supervisor about vendor selection
- Oversee and coordinate renovation work, along with the Facilities Manager
- Ensure compliance with requirements for Certificate of Occupancy and other regulatory docs

Accounting and Team Management

- Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise two finance staff.
- Mentor and develop a direct team of five, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
- Ensure maintenance of appropriate internal controls, financial and HR procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and Center City's board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial and HR functions.

Skills & Qualities Sought

The Director of Finance will be a seasoned and mature leader with at least 10 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. S/he will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex organization (nonprofit preferably) with multiple funding sources including government (federal and state) contracts and an affiliate structure.

The Director of Finance will have the following experience and attributes:

- A minimum of a BS; a CPA and/or MBA would be a plus.
- At least five years experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$10 million.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Experience working with information technology staff to manage finance and accounting software packages.
- Knowledge of basic building systems
- Experience with accounting procedures & GAAP policies
- Experience with one or more general ledger management software systems
- Experience in program evaluation, analysis, strategic planning, execution and change management
- Strong project management skills to integrate consultants and guide work planning
- Knowledge of organization development theory and practices
- Superior oral and written communication skills as well as interpersonal skills to mediate disputes
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- A collaborative and flexible style, with a strong service mentality.
- Creativity, with experience funding activities in ways that both cover costs and generate operating margins.

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/>. Please upload a current resume and a cover letter addressing your interest in Center City PCS into the online application, as well as any additional documentation. All cover letters must describe your interest and qualifications for the Director of Finance role.

More information about Center City Public Charter Schools may be found at: www.centercitypcs.org

Center City PCS is an equal opportunity employer.