



## **A+ Education Partnership Chief Financial Officer**

The Chief Financial Officer is responsible for overseeing and managing A+ Education Partnership's fiscal activities including budgeting, reporting, auditing, and more. A+ works with an annual budget of more than \$9 million in funding from private contributions, state, local and federal sources. With two offices in Montgomery and Birmingham and 29 employees, A+ Education Partnership is looking for a seasoned CFO to manage the company's fiscal activities and ensure that we continue to be a good steward of our financial resources.

### **CFO Roles and Responsibilities**

Oversee the company's fiscal activities including budgeting, reporting, auditing and treasury management.

- Management of bookkeeping functions, procedures/controls, timely reconciliations and monthly ledger reviews
- Preparation and work with external auditors for annual audit process
- Cash balance monitoring and treasury management for all divisions
- Manage insurance coverage
- Handle fiscal agency duties

Assure legal and regulatory documents are filed and monitor compliance with laws and regulations

- Annual 990 reporting
- Lobbying reporting and registration
- 1099-MISC reporting

Handle internal and external financial reporting

- Preparation of monthly and year-end financial statements for management and board
- Presentation of financial reports to board
- Tracking of grant reporting for all divisions

Handle company budgeting process

- Development of annual budgets for all divisions, including salary budgets
- Development of project budgets
- Work with program management on pricing for various program components
- Assist with creation of grant budgets

Serve as company's payroll and benefits manager

- Manage annual health coverage renewal process
- Handle payroll audits and 5500 submission
- New employee setup and benefits/tax changes for existing employees

### **Preferred Skills/Experience**

- Bachelor's degree in a relevant discipline, master's degree or MBA
- Strong financial and accounting background, including an understanding of profit and loss, balance sheet and cash flow management and general finance
- Ability to create annual budgets in coordination with management
- Previous work in nonprofit sector
- Strong communication skills: writing, speaking and listening
- Hands-on experience with accounting software, payroll reporting, Excel and financial reporting
- Ability to understand new issues quickly and make wise decisions
- Ability to work under pressure and plan personal workload effectively
- Ability to collaborate and work well with others, and to inspire confidence and create trust.
- Willingness to be very "hands on" and detail oriented

### **Salary**

- Commensurate with experience

### **Benefits**

- Blue Cross Blue Shield health/dental insurance provided for employee (family coverage available at a cost)
- Two weeks paid vacation in first year; three weeks paid vacation beginning year two
- Funded participation in company retirement plan after one year
- \$100,000 company-funded life insurance and long-term disability insurance
- Opportunity for flexible work schedule

### **Start Date**

- December 1, 2020

**To Apply:** Email letter of interest and resume to [applications@aplusala.org](mailto:applications@aplusala.org) with special attention to Mark Dixon, President.

**About A+ Education Partnership:**

Visit our website to learn more: <http://aplusala.org/>

Founded in 1991, A+ Education Partnership is a statewide, nonpartisan, nonprofit that drives improvements in public education for every Alabama student. We set and deliver high expectations by advocating for policies, practices, and investments that advance learning and by partnering with schools to build the capacity of teachers and leaders.

A+ provides forward-thinking, research-based information and the tools and training policymakers and educators need to improve educational opportunities for all Alabama students. In addition to statewide advocacy work, A+ Education Partnership manages two programs, the Alabama Best Practices Center and A+ College Ready that work in schools directly with educators to provide support and cutting-edge professional learning.