



Employment Opportunity

Position Title: Senior Director of Finance

Position Type: Full time, Regular, Exempt (Hybrid Schedule)

Are you passionate about working for an organization that creates an environment for students to succeed? Do you have what it takes to lead the financial infrastructure of a growing and dynamic non-profit organization that builds and nurtures school community relationships for the delivery of services to students, parents, and school staff?

Then, **Communities In Schools of Ohio** wants YOU! We're looking for a **Senior Director of Finance**.

Why You'll Love Us!

- Making a difference in the lives of students since 1993, CIS of Ohio works IN schools to ensure students have the resources they need.
- We provide non-academic assistance helping with basic needs like healthcare, nutrition or clothing so young people are better prepared to learn.
- We work hard to help students achieve in areas including attendance, academics, behavior, and social-emotional learning.
- We provide one-on-one mentoring, instilling the confidence to succeed, the belief that education creates opportunity, and setting the expectation for success.
- We work across the community to identify and access resources to support students, families, and schools.
- We work to ensure children have a supportive home life, increase parent-school involvement, and help parents access the services they need.
- We help students build leadership and life skills, explore college, and career options, and understand how their education is connected to their financial future.
- We take students on college visits and link students to career experiences and internships.

Key Position Functions

Reporting to the Chief Executive Officer (CEO), the Senior Director of Finance will foster strong partnerships with other executive team members as they contribute to a growing and dynamic organization that has been making a positive difference in the lives of Ohio students since 1993.

At Communities In Schools, we surround students with a community of support, empowering them to stay in school and achieve in life.

The Senior Director of Finance will determine and implement the financial infrastructure and systems needed to sustain and support significant ongoing growth over the next five to ten years. They will continue to build and manage effective and streamlined financial systems, including finance, accounting, and payroll. As a member of the senior leadership team, the Senior Director will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for CIS of Ohio's continued growth and expansion.

Key Position Functions

Financial Operations Management

- Directs all accounting and financial operations of the organization including monthly financial reporting, accounts payable, client accounting, payroll, and purchasing.
- Ensures all financial operations meet accounting standards and are reported accurately.
- Manages reporting, tracking, and compliance of government grants and funding.
- Reviews and tracks organization's contracts, and other agreements with financial and budget implications.
- In conjunction with the HR team, manages the Employee Retirement Program, ensuring compliance with the 403(b) plan and provides information and oversight for the filing of 5500 return.
- Manages Finance office staff to include hiring, training, delegation of duties, and performance management as needed.

Financial Analysis and Strategy

- Conducts analyses and forecasts related to financial and business operations.
- Provides recommendations to the CEO and Board for financial, business and strategic decisions. Participates in strategic-planning process. Serves as a business partner to the CEO on the organization's strategic growth and related financial, budgeting and processes with a dedication to continuously developing and improving systems and processes.

Financial Planning and Budgeting

- Oversees financial planning and budgeting.
- Tracks, measures, evaluates, and forecasts financial results to assure the organization has sufficient and properly managed funds and liquidity to operate.
- Identifies needs, trends, and analyzes capital needs and expenditures. Coordinates audit with external auditors.

Compliance and Regulation

- Protects assets by establishing policies; develops and manages credit procedures.
- Establishes and enforces internal controls.
- Working with the executive team to mitigate and manage risk across the organization, manages cybersecurity and overall risk related to financial accounts and data.

Board and External Relations

- Creates and presents financial reports, budgets, and forecasts to the Board and Finance Committee. Manages key vendor relationships, including but not limited to banks, retirement plan provider, investment advisor(s), auditor, and consultants.
- May, at times, represent the organization to financial partners, including financial institutions, foundation executives, auditors, donors, and public officials.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Management, or related field.
- CPA preferred.
- Five years or more or demonstrated experience in financial management and accounting, preferably with a high-growth organization.
- Experience in the nonprofit sector.
- Flexible and a self-starter; able to multi-task while also being detail oriented.
- Strong communication skills with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Experience with federal, state, and local Government grants and contracts highly preferred
- Personal qualities of integrity, credibility, and a commitment to CIS of Ohio's mission.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position.

Travel to and from occasional conferences, meetings and community events that may require overnight and out-of-state travel. Must have reliable transportation, a valid driver's license, and maintain minimum state mandated insurance.

Communities In Schools of Ohio is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools prohibits harassment of

applicants or employees based on any of these protected categories. CIS is a drug-free workplace.

To apply, please send cover letter and resume via email to:

Kristine Robbins, MS, SPHR
Human Resources Director
Communities In Schools of Ohio
614-268-2472 ext. 28
krobbins@ciskids.org