



Chief Financial Officer
Atlanta, Georgia

<https://www.cisatlanta.org/>

ORGANIZATION

Communities In Schools of Atlanta (CISA) is the nation's largest dropout prevention network with a proven track record of positively impacting graduation rates. CISA's mission is to surround students with a community of support, empowering them to stay in school and achieve in life. By bringing caring adults into the schools to address children's unmet needs, CISA frees teachers to focus on education and enables students – many in jeopardy of dropping out – to focus on learning. CISA supports 34,000 students, in 62 schools in four school districts (Atlanta Public Schools and Fulton, DeKalb and Clayton County schools). During the 2020-2021 school year, 97% of CISA's students stayed in school, were promoted or graduated. Recently, CISA was awarded \$4M from philanthropist MacKenzie Scott.

CISA believes that transformative relationships are key to unlocking a student's potential. Its school-based staff work inside schools in partnership with teachers and parents to help address the non-academic needs of students. CIS coordinates with schools and local service providers to meet the needs of students and families, as well as providing critical resources such as food, housing, healthcare, counseling, access to remote technology, and more so that students (and educators) can focus on academics. CISA operates as



a part of a network of 38 local CIS affiliates in Georgia. A state office in Atlanta and a national office in Alexandria, Virginia assist with training, technical assistance, marketing, resource development, board development, evaluation, and advocacy.

POSITION

The Chief Financial Officer (CFO) of CISA will report to Frank Brown, Chief Executive Officer. The successful candidate will provide leadership and comprehensive oversight, management, and supervision of CISA's financial and business planning functions. The CFO will enhance the internal organization processes and infrastructure that will facilitate CISA's growth and ability to fulfill its mission. S/he will be a key member of the leadership team that is responsible for the operational efficiency of the organization as it builds capacity to support its goals of growth and expansion. The CFO will be a doer, managing, leading, and mentoring a staff of two. S/he will serve as the business advisor to CISA's leadership team.

In addition to overseeing the financial operations of CISA, the CFO will play a critical role in planning and executing for the growth and evolution of the organization. This is an excellent opportunity for an innovative and disciplined finance manager who brings a proven track record of creative problem-solving and strengthening infrastructure to work in a growing, mission-driven organization.

RESPONSIBILITIES

Team Development and Leadership

- Oversee, direct, and organize the work of three (3) staff members: Controller, a staff accountant, and an AP/AR accountant.
- Promote a culture of high-performance and continuous improvement that values learning and collaboration.
- Upgrade morale and transparency to develop a high-performing work environment with an increased focus on customer service.
- Mentor and develop staff using a supportive and collaborative approach: ensure staff receives timely and appropriate training, assign accountabilities, set objectives, establish priorities, monitor, and evaluate results, and ensure that each one grows professionally.

Operational Support and Services

- Direct the preparation of all financial reports, including monthly income statements, balance sheets, reports required by the board of directors, tax returns, and reports needed for funding sources and other government regulatory agencies.



- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project/program and grants accounting.
- Oversee all financial procedures and records including: maintenance of checking accounts and invoices; maintenance of subsidiary ledgers, including cash disbursements, cash receipts, accounts payable, accounts receivable, and journal adjustments to the general ledger; maintenance of all vendor files; vendor checks for all cash disbursements and ensuring the appropriate documentation is on file for all disbursements.
- Serve as the point of contact for the Finance Committee of the Board and be responsible for providing insight and analysis related to the financials monthly, as well as providing *ad hoc* reports based on the needs of the Finance Committee.
- Serve as the primary point of contact for the investment managers and provide management oversight to the relationships with investment advisors; will also oversee investment accounts/high-level investment decisions.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors to continue to produce unqualified and timely audits; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting. This includes projecting cash flows, minimizing the use of lines of credit, while maximizing balances in investment accounts.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Responsible for the capital assets program, including overseeing the purchase or lease of all central office equipment; maintaining an up-to-date inventory of all assets and preparation of depreciation schedules; and ensuring that appropriate central office processes and procedures are in place to support staff housed at the central office.
- Develop and oversee risk management programs to minimize risk and losses that might arise from business operations.
- Act as the organization's representative to the landlord.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to the CEO and board of directors and advise them on the state of the organization's financial health.



- Create and manage effective financial processes and controls.
- Evaluate and modify financial programs and supporting systems as needed, with the goal of creating clear, accurate and timely forecasts and financial reports.
- Ensure CISA is operating in compliance with all legal and tax regulations and oversee all contractual obligations.

Strategic Vision and Leadership

- Provide guidance and leadership in the development of budgets and ensure consistency in all aspects of its financial operations.
- Provide advice on all operational and strategic issues as they arise; provide strategic recommendations to the co-directors on financial analysis and projections, cost identification and allocation, and revenue/expenses analysis.
- Refine, if necessary, the business model, operating plan, and component budgets based on situational variances.
- Support planning initiatives through financial and management information analyses, reports and recommendations.
- Establish processes to assure close coordination with other centers and administrative departments, (Human Resources and Information Technology).
- Work closely with leadership in planning and budgeting for the health of the organization and to create the organizational and programmatic capacity for growth.
- Ensure strong fiduciary guidance and compliance with best practices.

QUALIFICATIONS

- CPA required; MBA a plus.
- Strong financial operational experience having worked in a senior financial and administrative management role for 10 years. Three years supervisory experience at a minimum.
- Experience with non-profit financial management desirable, possibly as a board treasurer or finance committee member. A track record in grants management. Technologically savvy with proficiency in SAGE Intact accounting and reporting software, QuickBooks, as well as Microsoft Office Suite and other computer applications as necessary
- Proven success in anticipating, developing, implementing, and monitoring the infrastructure, systems policies, and procedures of a rapidly growing organization. Keen analytic, organization and problem-solving skills which support and enable sound decision making; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.



- Ability to translate financial concepts to -- and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Exceptional managerial skills. Strong commitment to developing, recruiting, and retaining team members; the foresight and ability to delegate accordingly; ability to enhance the effectiveness of the organization. An accessible, visible, and flexible management style that inspires trust and confidence in staff to work hard and well together.
- Excellent leadership skills, with an ability to work collaboratively with diverse groups of people in a multi-site environment.
- Ability to translate financial data and complex financial concepts to individuals at all levels including finance and non-finance managers. Effective relationship management skills with staff at all levels of the organization.
- Ability to work independently, meet deadlines, be resourceful and function as an effective team member.
- Extremely transparent and open communicator with clear and persuasive communication skills. Active listener who is highly collaborative and builds to consensus
- Mature and proactive.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and dedication to the mission of Communities in Schools of Atlanta.

APPLICATION PROCESS

CIS of Atlanta is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

All inquiries, nominations and applications be directed to CIS of Atlanta's search firm, The Dubrof Group, at cydnee@dubrof.org. Any communication with CIS of Atlanta will be directed to The Dubrof Group. Applications should include a letter of interest and a current resume in MSWORD. Please indicate in your cover email where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted. NO PHONE CALLS PLEASE.