# Chief Financial Officer Youth Organizations Umbrella

Founded in 1971, Youth Organizations Umbrella (Y.O.U.) is an Evanston-based non-profit that supports low-income youth in realizing their full potential. Each year, we provide over 1,000 youth with free, holistic, out-of-school support, including afterschool and summer learning programs, mental health counseling, mentorship, and street outreach.

We are seeking a talented and experienced candidate for the position of Chief Financial Officer (CFO). The CFO will oversee financial planning; financial policy development; accounting; financial reporting and compliance; and institutional stakeholder relations. The CFO will report to the Executive Director and will work closely with the senior staff leadership and the board of directors to develop and implement strategies across the organization.

The position is part-time (25-30 hours) and we are seeking candidates who are drawn to our mission, friendly team atmosphere, and flexible work environment.

Specific responsibilities include:

#### Planning, Policy, and Institutional Stakeholder Relations

- Coordinate the development and monitoring of our budget.
- Develop financial business plans and forecasts.
- Participate in organizational policy development as a member of the senior leadership team.
- Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Represent Y.O.U. to financial stakeholders, including financial institutions, grantmakers, foundation executives, auditors, and public officials.
- Remain up to date on nonprofit accounting, reporting and control best practices and state and federal law regarding nonprofit financial operations.

#### **Finance**

- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Oversee cash flow planning and ensure availability of funds.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

#### **Accounting and Administration**

- Oversee a business manager and grants accountant to ensure proper maintenance of all accounting systems and functions.
- Collaborate closely with Y.O.U.'s Development Department in monitoring fundraising progress and accounting
  for financial contributions.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and Y.O.U.'s board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits, including A-133 audit, and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

## **Administrative Leadership and Management**

• Serve as a business partner to the Executive Director and Chief Operations Officer on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.

Oversee the organization's physical infrastructure, with assistance from a part-time office manager.

### **Qualifications**

The CFO will be a seasoned and mature leader with 10 years of finance experience, including 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 company or nonprofit with multiple funding sources.

The CFO will have the following experience and attributes:

- A minimum of a BS; a CPA and/or MBA would be a plus.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Experience with nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Understanding of the Office of Management and Budget Circular A133 audit.
- Excellent written and oral communication skills, including the ability to explain technical finance and accounting topics to non-technical audiences such as staff and the board.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and organizational skills.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness supervising professionals in finance and accounting.
- Personal qualities of integrity, credibility, and a commitment to Y.O.U.'s mission.
- An ability to work well with others in a highly collaborative environment.

# How to apply

Applicants should <u>click here</u> (or visithttps://youevanston.wufoo.com/forms/cfo/) to apply for the position. In addition to the general details requested, applicants are asked to submit a resume and a cover letter describing specifically how their background, skills, education, and experience match the needs described above. Applicants are encouraged to apply as soon as possible and no later than July 31, 2013; however, applications will continue to be received until the position is filled.