

The Public Education Foundation Chief Financial Officer

The Foundation

The Public Education Foundation is a nonprofit organization dedicated to mobilizing community and global resources to meet the challenges of educating a growing and diverse Southern Nevada population. The Foundation's programs and initiatives are designed to improve student performance and advance quality educational opportunities for all children.

The Position

This position is responsible for leading, managing, and supervising the functions in the areas of business, finance, facilities, real property management, and technology. This position will work to develop the business and finance office into a department capable of supporting the strategic direction of The Foundation and enabling the continued growth of programs, services and initiatives. Enthusiasm for working in a developing organization where change is frequent, structure is evolving, and flexibility, teamwork, and good humor are absolute necessities. This position is directly responsible to the President.

Essential Duties and Responsibilities:

The list of Essential Duties is not exhaustive and may be supplemented.

1. Plan, organize, lead, direct, evaluate and coordinate a variety of programs, projects, and activities related to Foundation financial functions including budget, accounting, internal and external audits, payroll services, attendance accounting, program accounting, accounts receivable and accounts payable.
2. Implement programs to assure the financial stability of the Foundation and approve financial plans and budgets.
3. Direct and review the administration of financial activities, focusing upon strategies to provide the most efficient and cost effective services.
4. Formulate financial analyses and provide financial data to assist in fundraising and operational efficiencies.
5. Direct the Foundation's investment and cash management programs; serve as the primary liaison with The Public Education Foundation Investment Committee.
6. Provide technical expertise regarding assigned functions; formulate and develop policies and procedures.
7. Develop and implement long- and short-term plans and activities for assigned areas and the Foundation.
8. Oversee the management of assigned support and operational functions to ensure that planning methodologies, organizational structures, and accountability measures are in place to give stakeholders the best service possible within the resources available.
9. Oversee the management of the Foundation facilities, including capital programs, to ensure that planning methodologies, organizations structures, resources, and accountability measures are in place so that all projects are completed on time and within budget.
10. Communicate with other staff members to coordinate activities and programs, resolve issues and conflicts, and exchange information.
11. Assist staff in budget development and administration.
12. Establish and maintain internal control.
13. Develop and prepare the annual budget with the President/Chief Professional Officer; monitor and authorize expenditures in accordance with established guidelines and the approval of the President/CPO.
14. Analyze the Foundation's claim, loss, and accident history and identify methods to eliminate or minimize risks and possible losses.
15. Direct the management information system as it pertains to the financial, encumbering, accounting, payroll, and budgeting functions of the Foundation.
16. Ensure the payment of and accounting for salary disbursements.
17. Consult with and advise other staff members regarding legal and procedural requirements of the Foundations financial management and inventory management systems.
18. Participate in the Executive Management Team and demonstrate continuous effort to improve operations, decrease efforts, streamline processes, and work cooperatively and jointly to provide quality customer service.
19. Manage all lease agreements, building maintenance, and loan agreements (as appropriate).
20. Supervise the work of accountants and accounts payable clerk.
21. Provide assistance to the Secretary III working in Raiser's Edge when requested.
22. Develop business plans for each Foundation initiative, including the establishment of accounting procedures.
23. Implement the Planned Giving Program in collaboration with the Office of Strategic Development.

24. Ensure compliance with city, county, state, and federal agencies.
25. Maintain the general ledger in accordance with generally accepted accounting principles, specifically following the provisions of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958, Financial Statements of Not-for-Profit Organizations.
26. Maintain Foundation Business Manual.
27. Other duties as assigned.

Position Expectations:

1. Anticipate problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
2. Promote an environment for excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
3. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
4. Motivate others and design activities to assist others in meeting organizational goals and demonstrate skills in the facilitation of groups to accomplish tasks and to make decisions.
5. Be receptive to new ideas and change, and commit to personal and professional development.
6. Establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students and staff.
7. Foster an environment that focuses on quality results while motivating, developing and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
8. Use and encourage creative thinking that appropriately challenges current practices and honors diversity.

Position Requirements

Education and Training:

1. An earned bachelor's degree from an accredited college or university in a relevant field.

Experience:

1. Three (3) or more years of experience in finance and operations.
2. Nonprofit and/or public sector experience.
3. Previous experience collaborating with a team on strategic and tactical decision making.
4. Leadership roles.

Preferred Qualifications:

1. Certified Public Accountant (CPA) preferred.

Application

Persons interested in the position and who meet the minimum qualifications should submit a letter of interest and a resume via email to Veronica Rivera at veronica@ccpef.org.

The position is open until filled.

Please direct all inquiries to Human Resources at The Public Education Foundation 702-799-1042.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.