



Chief Financial Officer

Overview:

The NYC Leadership Academy (NYCLA) is a nationally-recognized 501(c)(3) nonprofit organization with a clear mission: We build the capacity of educational leaders, at every level of the system, to confront inequities and create the conditions necessary for all students to thrive. We support school and district leaders in using an equity lens to implement a vision, build strong school and district culture, set clear and high expectations, and develop and lead principals and teachers who ensure high-quality instruction and the opportunity for all students to be successful. For us, equity means that children and adults should receive what they each need to achieve their potential, and their race, culture and other characteristics of their identity should not prevent access to opportunities and resources. We are grateful for partners and funders like the Carnegie Corporation of New York and the Wallace Foundation whose generosity has helped develop exceptional leaders who confront inequities and create the conditions necessary for all students to thrive.

We have a gross revenue of 7.9 million dollars. Our leadership development, coaching, and support build the capacity of individuals and systems, helping prevent leader turnover and create a bench of strong leaders. In the last 16 years, we have directly supported more than 6,000 leaders in 190 school systems across 36 states who are transforming the learning of 5.5 million students.

Job Summary

The Chief Financial Officer (CFO) provides critical financial analysis and strategic support to the organization as a member of the Cabinet. The CFO supervises the finance unit, administration & facilities, IT and is the chief financial spokesperson for the organization. The ideal candidate for this position thrives in a collaborative work environment, possesses a strong commitment to educational equity and professional growth and is ready, willing and able to engage in dialogues around race to raise organizational awareness and support the building of a racially equitable culture internally and externally. The CFO reports directly to the President/Chief Executive Officer (CEO) and advises on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting, accounting, controls, reporting policies and practices in accordance with General Accepted Accounting Principles (GAAP) and the securing of new funding.

Responsibilities:

- Oversee and direct the financial and administrative implementation of the 2020-2025 strategic plan, ensuring structures, systems and processes support the organization and its programs
- Analyze financial results and provide management with an understanding of the organization's financial performance and the financial implications of business decisions and strategy against goals and annual budget
- Develop financial forecasts aligned to organizational strategies and goals
- Manage budgeting, accounting, finance and when applicable investment activities for the accurate and timely completion of monthly financial statements as well as annual audits and budgets
- Work closely with departmental leaders to understand their goals, providing support with budget management as necessary to realize those goals.
- Prepare materials for the Board, senior management, funders and other reporting as needed
- Establish and maintain controls to ensure the integrity of all systems, processes and data
- Generate proposal budgets and financial reports for multiple funder types
- Oversee audit and ensure accurate and timely completion and filing of 990
- Perform cash management and treasury functions to oversee short and long term investments when applicable
- Oversee banking activities.
- Remain up to date on non-profit audit best practices and state and federal law regarding non-profit operations
- Lead, manage, and develop finance team in the execution of all financial functions.
- Oversee support operations; IT and Facilities & Administration ensuring efficiency and responsiveness

Knowledge, Skills and Abilities

- 10+ years in Accounting/Finance in a non-profit organization, including experience partnering with senior leadership
- Deep knowledge of non-profit accounting including experience with sophisticated grant and fund accounting financial compliance and financial reporting
- Understanding of the Office of Management and Budget Circular Cost Principles
- Strong organizational and planning skills

- Demonstrated experience managing budgets and preparing financial models
- Prior experience developing and managing a team
- Strong analytical skills and demonstrated problem solver
- Strong interpersonal skills including the ability to work at senior management and board levels
- Ability to work both on a macro and detailed level
- Bachelor's degree required. MBA and/or CPA strongly preferred
- Advanced knowledge of Excel and familiarity with other Microsoft office and accounting software

Salary & Benefits:

The NYC Leadership Academy offers a competitive salary, commensurate with experience and comprehensive benefits including a generous paid time off (24 days) package and employer funded health/dental/vision plans.

Location:

The NYC Leadership Academy is conveniently located in Long Island City, Queens. Long Island City is located only minutes outside of Manhattan and is easily accessible via seven subway lines (7, E, G, & M), the Long Island Rail Road, numerous bus lines and a ferry landing at Queens West providing service to Midtown, Lower Manhattan and Brooklyn.

Application Instructions:

Qualified candidates may apply by emailing their resume, cover letter with salary requirements and all other applicable information to NYCLA

jobs@nycleadershipacademy.org with (job title (candidate name)) in the subject line.

NYC Leadership Academy is an Equal Opportunity Employer

We believe that diversity within our staff contributes to our team's effectiveness to our overall success and we encourage candidates from all backgrounds to apply.