Position: Chief Financial Officer (CFO)
Reports to: CEO
Department: Finance
Location: San Francisco, California
Position type: Full-time, Exempt
Start Date: October 1, 2020

Working Solutions (www.workingsolutions.org) is a certified, nonprofit Community Development Financial Institution (CDFI) that supports San Francisco Bay Area entrepreneurs to start and grow thriving local businesses. Working Solutions is the First to Believe in start-up and early-stage businesses by providing diverse entrepreneurs with affordable capital, customized business consulting, and community connections to increase economic opportunity in the San Francisco Bay Area. We make loans from $5,000 up to $50,000, business grants, and provide up to five years of free, post-loan business consulting. Our priority populations are lower-income individuals, women, and entrepreneurs of color. Working Solutions has invested over $27 million in loans and grants in local small businesses, and we have educated thousands of entrepreneurs, resulting in more than 4,000 local jobs. Working Solutions has a growing team of 15 full-time employees with headquarters in San Francisco, satellite office in Oakland, and remote staff.

Position Overview
The CFO has overall responsibility for ensuring Working Solutions’ financial strength, stability, risk management, and appropriate operational and capital liquidity through the management of Working Solutions’ budget, financial performance, and organizational metrics. The CFO manages the organization budget and leads the budget formulation process in close collaboration with the Chief Development Officer (CDO) and Chief Executive Officer (CEO). The CFO is responsible for managing the financial, grant, and organizational data for annual audit, future Aeris rating, and investor and funder reporting. The CFO is a member of the Leadership Team and is responsible for the management of the Finance team. The CFO works closely with the Finance Committee and the Treasurer of the Board of Directors. S/he will have confidence managing multiple projects and deadlines and strong communication skills.

Key Duties
- Optimizes debt and grant capital to support financing and operations strategies through close coordination with the CDO and CEO.
- Participates in strategic and organizational planning as part of the Leadership Team.
- Develops, implements, and monitors annual operating budget and long-range financial projections through close coordination with the CDO and CEO.
- Oversees treasury management, including asset-liability matching and negotiating and managing financial covenants.
- Manages financial systems, including developing/implementing financial/accounting policies and procedures and monitoring internal controls.
- Oversees and supervises all accounting and tax functions in a timely and accurate manner. Manages relationships with audit and tax firm.
- Supervises corporate compliance including charitable registrations, maintenance of tax-exempt status, and other state and federal regulations.
Qualifications

- Bachelor’s Degree or 15+ years of work experience in lieu of degree required; Graduate Degree preferred.
- 10+ years professional experience in accounting, financial management, or investment banking required.
- 7-10 years in a supervisory or managerial capacity required.
- Strong writing, financial, and analytical experience required.
- Strong oral presentation, communication, and negotiating skills required.
- Experience in corporate finance including asset-liability management, cash flow management, interest rate management, asset and enterprise valuation, and budgeting required.
- Experience with cash management and investment management required.
- Experience in raising capital from institutional investors, foundations, and financial institutions.
- Demonstrated experience in creating and assessing financial models and financial statements and budget documents.
- Experience with nonprofit finance and in the Community Development Finance Institution (CDFI) industry highly preferred.
- Experience with entrepreneurship, microfinance, social enterprise, program development and evaluation, and/or small business is a plus.
- Strong interpersonal skills and a high degree of self-awareness with a flexible growth mindset will support a strong culture fit.

Salary Commensurate with Experience

Excellent Benefits: Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

Application Deadline: Open until filled. Preferred start date Oct 1, 2020 (start of new FY).

Please email résumé and cover letter with the subject line “CFO” to jobs@workingsolutions.org.

No phone calls please.

Working Solutions is an Equal Opportunity Employer.