

Youth UpRising
JOB DESCRIPTION



Position Title: Chief Financial Officer

Reports To: President & CEO

Status: Full Time (40 hours per week)

Compensation: Competitive, commensurate with experience. **100% Employer-Paid Medical, Dental, Vision and Life Insurance Premiums.** PTO, 401(k) and Flex Plans also offered.

*****NOTE*****

Only applicants who possess a MINIMUM OF FIVE YEARS nonprofit financial leadership experience will be considered.

About Youth UpRising

Our mission is to transform East Oakland into a healthy and economically robust community by developing the leadership of youth and young adults and improving the systems that impact them. Located in the heart of East Oakland, YU is a neighborhood hub offering young people services and programs to increase physical and mental wellbeing, community connection, educational attainment, and career achievement among youth members.

Primary Responsibilities

Accounting:

- Contribute to **strategic planning** to ensure that YU's programs and departments are supported by the necessary technology, financial and human resources and spaces. Identify opportunities and solutions to maximize utilization of YU's resources. Contribute financial expertise in the planning of new services that generate additional sources of revenue.
- Oversee all aspects of **financial bookkeeping** as needed in QuickBooks
- Manage internal **systems and controls** for accounts payable and accounts receivable to ensure safe deposit and recording of incoming monies, timely payment of accounts, and internal cash-flow.
- Coordinate and manage **audit processes** with internal staff, outside funders, consultants, and auditors. Ensure proper preparation for annual audit, including timely IRS filing.
- Oversee YU's **information technology** systems to ensure capacity necessary for both programs and administration.
- Manage **contract negotiations**, including lease and/or purchase of office space and/or equipment.

Finance:

- Manage and coordinate overall organizational **budget development** using a proactive, collaborative and strategic decision-making process that strengthens YU as a sustainable and thriving organization.
- **Manage and forecast** the immediate and longer-term **cash** needs of the organization. Support the development and maintenance of a prudent reserve. Manage investment of YU cash resources to both ensure the necessary accessibility and maximize financial return

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Finance (*continued*):

- Oversee planning and prioritizing of hard records filing for YU. Formulate and maintain **procedures** for systematic retention, protection, retrieval, training, storage, transfer and disposal of records.
- Provide administrative services and record keeping as well as internal and external client and bank relations for business lines of credit. Manage liability of extended **credit**.

Administration:

- Serve as primary YU liaison in negotiating and managing YU's **service contracts**, including all insurance policies.
- Identify and define **staffing** needs for the Finance and Administration Department; hire, train, supervise, manage and develop administrative, accounting and finance staff.
- Provide administrative services and record keeping as well as internal and external client and bank relations for business lines of credit. Manage liability of extended **credit**.
- Oversee planning and maintenance of **safety and security protocols**
- Manage **contract negotiations**, including lease and/or purchase of office space and/or equipment.
- Act as liaison between YU and Insurance Broker to ensure appropriate level of coverage and limits in effect. Make recommendations and facilitate conversations for managing risk. Ensure proper coverage through direct policies and coverage of all on-site providers. Prepare applications, renewal schedules, back-up documentation, and quarterly or annual updates and reports of **non-health related Insurance** Policies (Commercial Crime, Director and Officers, Commercial Liability, Professional Liability, Auto, Volunteer Accident, Group Travel, Property & Casualty, Workers' Compensation and others.)
- ***Other duties as needed and assigned.***

Qualifications

- 5+ years' senior financial leadership and management experience in the nonprofit sector required.
- Bachelor's degree in Finance or Accounting. Advanced degree strongly preferred.
- Proven track record in financial management, accounting, audit, risk and compliance in the nonprofit sector.
- Thorough understanding of federal and local government contracts and GAAP.
- Strong analytical and quantitative skills.
- Proficiency with QuickBooks, Microsoft Word and Excel.

Start Date: Immediate Opportunity. Applications accepted until position is filled.

How to Apply: Email resume and cover letter to talent@youthuprising.org and include "CFO" -- [Your Name]" in the subject line.

Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.