

Accion Venture Lab

Job Description Bank



Role	Senior-level finance
Title	CFO
Company	Common Sense Media

Company Description

Common Sense is dedicated to helping kids thrive in a world of media and technology. We empower parents, teachers, and policymakers by providing unbiased information, trusted advice, and innovative tools to help them harness the power of media and technology as a positive force in all kids' lives.

Common Sense MEDIA helps families make smart media choices. We offer the largest, most trusted library of independent age-based and educational ratings and reviews for movies, games, apps, TV shows, websites, books, and music. Our Parent Concerns and Parent Blog help families understand and navigate the problems and possibilities of raising children in the digital age.

Location

San Francisco, CA, US

JDs which contain organizational hierarchy information can help the candidate assess whether they are the appropriate level of seniority for the role

Summary

The CFO will report to Amy Guggenheim Shenkan, President & COO, and will play a strategic role in the overall financial management of Common Sense. The CFO will develop strong collaborative relationships throughout the organization, and will be instrumental in evaluation of the success and challenges of Common Sense initiatives. He or she will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial and administrative activities of the company. This will include direct responsibility for financial planning and analysis, accounting, forecasting, IT administration, payroll/benefits, property management, managing outside counsel, and contract analysis and negotiations. The CFO will supervise a team of four in Finance & Administration and the HR/Talent Management team. The CFO will play a key role in three strategic financial aspects of the organization's development:

1. Clarify and foster internal dialogue and alignment by providing financial data and metrics to make analytically oriented and fact-based decisions related to key initiatives
2. Improve accounting processes to support the organization's growth and scaling of its operations
3. Provide forward-looking analyses and models to evaluate new and existing initiatives, as well as ongoing financial evaluation to support management decision making

A very thorough job description is appropriate for this level of seniority

Job Description

The CFO will be responsible for the following specific areas, which together support the three key CFO initiatives outlined above:

Financial Planning and Analysis

- Conduct world class financial planning and analysis to ensure Common Sense measures and maximizes its return on impact across the organization and for each major initiative
- Prepare analyses and make recommendations regarding the management of the growth of Common Sense, the investment of staffing and capital to competing initiatives, revenue targets, levels of reserves and cash flows for both the 501c3 and 501c4
- Lead all company budgeting, forecasting, and reporting activities. Ensure alignment of company resources with Strategic Plan, Foundation Grants, and the annual organizational and departmental goals and/or plans
- Manage monthly and quarterly financial reviews with department heads and quarterly reporting to the Board of Directors and key funders
- Develop, measure, and maintain key financial metrics
- Lead and manage the development of models and evaluations for new business and product opportunities
- Lead the preparation, successful execution and follow up for the Finance Committee and Audit Committee meetings

Accounting & Financial Reporting

- Oversee all company financial operations including accounts payable, accounts receivables, payroll, banking, investment management (with BOD Investment Committee), and cash management
- Responsible for development and continual improvement of internal controls • Oversee the annual audit and all external financial reporting
- Responsible for the proper controls and compliances, including but not limited to foundation commitments, the classifications of revenue, and allocations of expenses
- Ensure that effective internal controls are in place and that organization is in compliance with GAAP and applicable federal, state and local regulatory laws
- Oversee and/or prepare reports and budget proposals for foundation grants
- Review and approve grant proposals and foundation grant awards Enhance/make more efficient existing Foundation budgeting and accounting processes
- Improve all financial and accounting processes in order to scale more efficiently and effectively

- Work with the audit committee to obtain audit and tax services

Administration

- Collaborate with the Senior Director, Talent (Human Resources Head) on the employee compensation programs, employee benefit programs such as health insurance and retirement, and employee development programs
- Approve salaries and benefits for all non-executive staff
- Work with the Senior Director, Talent and organization's attorneys on any employee, contractor, and facilities issues and other issues as needed
- Work with the Senior Director, Talent, to review and implement the organization's benefits programs, including an enhanced 401(k) plan
- Oversee the technology team. Ensure that IT systems and tools keep up with evolving needs and current trends, providing leadership in managing remote offices/employees and improving communications via technology.
- Oversee consulting contracts
- Oversee facilities management
- Other duties as assigned

General

- Partner with the President/COO to ensure a focus on the initiatives that move the needle for the organization by facilitating a "ROI" (return on impact) orientation to decision making
- Foster open financial communication across the organization
- Provide financial input to strategy development, and to donor and philanthropic discussions, and provide ongoing financial analysis to the investor community.
- Serve as a partner and provide financial leadership to the President/COO and to the CEO, and to the organization's Senior Management

Qualifications

- Experience at the CFO level in an organization of a similar size and entrepreneurial style.
- Both undergraduate (B.A. or B.S.) and Master's degrees in business and/or finance, or a related discipline, from a highly regarded institution
- Candidates will have earned a CPA from a Big 4 or large regional accounting firm
- Hands-on experience leading and managing a not-for-profit accounting team
- Experience with the implementation and use of computer based accounting and integrated financial reporting systems, with an exceptional understanding of how

Difference between qualifications and skill sets can be subtle, and dependent on the role it may be preferable to combine these into one description

technology can be used effectively to improve operational efficiency

Skill sets

- The ability to “say it with charts;” exceptional skill at financial modeling, and creating presentations for senior management and board decision-making
- Extraordinary drive, initiative-taking and attention to detail
- Strong problem-solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Ability to identify cost savings and implement change
- Entrepreneurial spirit; a change agent
- A humble personal style, with a sense of humor and demonstrated ability to communicate and work easily at all levels of an organization.
- Passion for the Common Sense mission.

Perks

- A collaborative and energetic environment
- A team of talented, passionate professionals
- A competitive salary, based on experience
- Competitive health and welfare benefits including, Medical, Dental, Vision and a matching 401(k) plan
- The opportunity to really make a difference in the lives of kids this generation and the next!

Senior level roles generally do not specify compensation to allow for negotiation

Role	Senior-level finance
Title	VP Finance
Company	BlueCore

Company Description

Bluecore enables eCommerce marketers to create and distribute personalized triggered emails with the speed and precision not previously possible, dynamically reacting to customer behaviors and catalog changes in seconds. With more than 100 customers representing more than 130 high-end apparel, electronics, automotive and consumer brands, Bluecore delivers customer engagement and conversion at rates that defy industry standards. Bluecore is one of New York City's fastest growing start-ups, recently closing a Series A round led by FirstMark Capital.

A short description of what the company does is key; too long and readers will skip it!

reacting to customer

Location

New York, New York, United States

A description which gives a sense of the size of the organization and its traction to date is particularly relevant for start-ups.

Job Description

- Safeguard assets and assure accurate and timely recording of all transactions on an accrual basis by implementing disciplines of internal audits, controls and checks across all departments
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general & entity accounting, cost accounting, Human Resources, and Operations etc.
- Develop, improve and issue timely monthly financial records for Executive Director, Development and Board of Directors
- Assure financial plans are consistent with organizational goals
- Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary
- Manage commercial banking relationships to facilitate an appropriate credit resource under highly competitive terms
- Assure that assets are not awkwardly encumbered with personal guarantees or unrealistic commitments

Not all JDs include an initial summary, however it is generally preferable as it makes it quicker and simpler for candidates to assess whether they are a good fit

- Work closely with Executive Director in the development and economic evaluation of various fringe benefit programs for staff and program components, such as 401K, FSA and others. Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies
- Provide a visionary and leadership implementation role on behalf of Finance and Human Resources to all departments, creating a well-respected and sought after department goal Report to the Board of Directors when necessary in writing and verbally
- Supervise overall Operations (including: Safety, Security, Computer Services and Building Maintenance)
- Other duties as necessary

Qualifications

Bachelor Degree (B.A.) from four-year college or university; Master's preferred.

5 or more related experience and/or training preferred, OR equivalent combination of education and experience. CPA license is preferred but not required.

Not all JDs include a section on required skill sets, but it is generally preferable to do so in order to give candidates a fuller picture of what will be expected

Perks

- Highly competitive compensation package and opportunity to work for one of the fastest growing start-ups in New York City.
- Laid-back office, casual attire. Jeans and a t-shirt always OK, though we have some pretty snappy dressers on this team. The choice is yours.
- Free breakfast, lunch, snacks, drinks.
- Ergonomic desk options from top to bottom.
- Monthly fitness stipend. Yoga, CrossFit, Spin... your choice.
- Monthly NYC metro card (or similar public transit pass) paid for.
- You'll receive a MacBook Pro with appropriate software installed to complete your work.
- A culture we care about deeply. People should be happy in their jobs and lives. There is a balance to strike to achieve this and we respect it.
- Full medical, dental insurance.

Role	Senior-level finance
Title	VP Finance
Company	Viki

Company Description

Viki, a Rakuten Company (Japan Stock Exchange: 4755), is a global TV site with more than 35 million viewers a month watching the world's primetime TV and movies, subtitled in 200 languages by a community of fans. With billions of videos viewed and more than 800 million words translated, Viki brings global entertainment to fans everywhere.

Location

San Francisco, CA

This summary allows candidates to assess whether they are suited for the job before diving into the specific description and requirements

Summary

Viki is searching to find an experienced and insightful Finance professional to own the Finance function. This position will work with all areas of the business for providing key financial analysis to enable both tactical and strategic decisions and oversight of the accounting function. Daily responsibilities include owning and managing financial reporting, forecasting and budgeting, operational analysis, tax structuring, ensure good communication with corporate parent and oversee accounting.

Job Description

The Vice President of Finance will have broad exposure, visibility and impact throughout the organization. Essential duties and responsibilities may include, but are not limited to:

- Own the company financial model, including forecasting, budgeting and long-range planning of income statement, balance sheet and cash flow statement
- Lead the development and maintenance of budgets, forecasts and management reporting
- Work with the management team to grow the businesses by formulating strategies and plans and providing sound financial advice to the CEO and executive management team
- Interpreting and reviewing financial information to present commercial options across all relevant areas to the CEO and management Board
- Ensuring all financial targets for the company are met on a quarterly basis
- Making recommendations to encourage the continuous improvement of financial performance and implementing relevant policies within the business

- Manage real-time dashboard reporting of key metrics (KPIs) across the business units
- Prepare, compile, analyze and communicate information for financial reporting and analysis
- Review and approve monthly, quarterly and annual financial package (IS/BS/CF)
- Build a strong relationship with the Finance and Accounting groups at the parent level
- Develop and present timely analysis for operating results on a monthly basis
- Manage and/or execute ad-hoc analytic requests
- Leading and developing a growing finance team

Qualifications

- Bachelor's or higher degree in Accounting or Finance
- 10+ years of progressively responsible experience in a financial management bfunction, including having managed finance teams for 5+ years
- MBA, CPA or CFA preferred
- Strong understanding of accounting: U.S. GAAP and IFRS
- Experience in the content businesses

Skill sets

- Must demonstrate strong leadership skills, high energy, initiative and creativity
- Outstanding written and verbal communication skills and high level of comfort presenting analysis and information to senior management and external parties
- Exceptional financial modeling and scenario analysis skills
- Knowledge of standard business intelligence software a plus
- High performer with track record of delivering results as an individual contributor and within a cross-functional team environment
- Proven ability to manage significant initiatives across organizations and across geographies
- Excellent project management skills a must
- Ability to handle multiple tasks under tight deadlines
- Strong organizational skills and attention to detail

Perks

This is an excellent opportunity to make a difference as we scale. We're

join a medium-sized team and small but diverse,

The 'Perks' of the job can also be described via a qualitative description of the work environment.

with more than 25 nationalities and 40 languages represented among our 85 employees. Come break down barriers that stand between great entertainment and its fans everywhere.

Role	Senior-level finance
Title	CFO- Mexico
Company	FINCA international

Company Description

FINCA International, one of the world's leading MFIs, provides financial services to clients through wholly-owned and operated subsidiaries in Africa, Eurasia, Latin America, and the Greater Middle East.

Location

Mexico City, Mexico

Summary

FINCA International is seeking a Chief Financial Officer - Mexico. S/he will be responsible for managing all finance and accounting activities of FINCA Mexico, and supervise all its finance staff.

Job Description

- Manage generation of financial statements according to local accounting standards; Manage timely reporting to relevant local authorities (central bank, tax office, etc.); Manage timely reporting to F/I and hub;
- Analyze financial data and develop financial analysis as a key management tool with the aim of optimizing FINCA Mexico's activities;
- Identify risks, inefficiencies, negative tendencies, and propose measures that reduce risks, improve efficiency, and reverse negative tendencies;
- Create/modify procedures such that they are low-risk and efficient;
- Ensure compliance of FINCA Mexico with financial covenants in agreements with creditors and donors;
- Create cash flow forecasts;
- Ensure availability of sufficient resources for lending in the required currency; Manage all financial transactions with creditors, banks, donors;
- Manage the planning and budgeting process of FINCA Mexico;
- Act as the coordinator and main contact person with external auditors.

Qualifications

- Master's degree in Business, Finance, Economics, Management or Marketing (or equivalent work experience).

- CPA, or Chartered Accountancy qualification (desirable);
- Commercial banking experience (minimum 5 years is required, more is desirable); Extensive experience in best-practice financial management of a company, desirably a financial institution;
- Experience working in Mexico (required).

Skill sets

- Outstanding interpersonal, communication, and training skills; Strong business management and negotiating skills;
- Excellent technical report writing skills and computer literacy; Strong analytical and organizational skills;
- Good understanding of IT issues and the role and possibilities of IT in financial management.



This JD is significantly shorter and less detailed than others; providing more textured detail about the role, skill sets required, and the perks of the job not only helps to attract strong candidates but also allows for screening of those who are not qualified.