



**Position Summary:**

The Chief Financial Officer (CFO) is a senior level position and part of BwB's Senior National Leadership Team. While focusing on leading a dynamic and growing Finance and Administration team, this position also involves working with the CEO on strategic growth initiatives. It affords the opportunity to have input into all areas of BwB's programs and offers international travel to BwB project sites in Africa, Asia and Central America. It's an exciting time at BwB and we're looking for great people to join our team in "changing lives for good!"

**Reports to:** President & CEO

**Salary:** Open

**Type:** Full-time - Experienced

**Start date:** Immediate

**Location:** Stamford, CT

**I. Chief Financial Officer:**

BwB seeks a results oriented, entrepreneurial professional with experience, creativity, drive, and leadership skills to manage the financial staff and operations of a growing non-profit organization with programs in the U.S. and Internationally. The 2008 budget is \$6,800,000 and is projected to grow by a minimum of 20% over each of the next three years.

The qualified candidate must demonstrate significant accomplishments as a CFO, and must have a minimum of five years of management experience, preferably in the not-for-profit sector. Consistent with BwB's core values and mission statement, she or he must have a passion and understanding of BwB's program focus.

**II. PRIMARY PURPOSE AND FUNCTION:**

The qualified candidate must demonstrate significant experience in the following areas:

- Responsibility for management of small but growing global finance team.
- Preparation, reporting and analysis of financial statements for CEO and Board of Directors
- Preparation and management of organizational budgets.
- Preparation and management of tax submissions to IRS.
- Management of Fund Acting as Endowment (under guidelines of BOD).
- Responsibility for development, implementation and maintenance of appropriate financial controls and processes.
- Manage finance team in providing accounting support to different programs and revenue-generating activities.



### **III. SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Management of general ledger maintenance, payroll, accounts payable, accounts receivable, annual audit, preparation of the annual IRS Form 990, and international tax filings
- General Ledger: Review all entries for accuracy and balance while reconciling to bank statements
- Financial Reporting:
  - a) Coordinate the monthly financial close process to include both international and domestic locations.
  - b) Assure completeness of reconciliations to general ledger account balances.
  - c) Prepare monthly financial statements to review with President and Chief Operating Officer
  - d) Prepare other managerial reports as requested to support program and revenue generating activities
- Payroll Administration: Supervise payroll process, prepare semi-monthly payroll transmission to payroll service provider, liaison with payroll service provider
- Manage Banking Relations
- Accounts Payable: Supervise the processing of invoices, review work for accuracy and compliance with budgets and other controls
- Accounts Receivable: Maintain accurate reports on outstanding pledges, supervise and contribute to collection efforts
- Annual IRS Form 990 and international tax forms:
- Serve as liaison for the annual audit
- Contribute to annual external audit by providing documentation requested from audit preparation package
- Prepare annual reports to state and federal revenue reporting agencies
- Present Financials semi-annually to Board of Directors

### **Qualifications:**

- The qualified candidate should have five years experience in accounting, including financial statement preparation, general ledger maintenance, auditing, annual tax filings, payroll, benefits administration, and insurance.
- The qualified candidate should demonstrate strong presentation, persuasion, oral, and written communication skills.
- Strong management experience and people skills.
- The qualified candidate should be highly self-motivated, possess strong organization skills.
- Ability to adapt to a flexible, fast-paced and dynamic work environment.
- Consistent with BwB's core values and mission statement, she or he must have an appreciation of BwB's program focus.
- Team player with positive attitude is a must.



Building with Books

*Changing Lives For Good*

## **Job Description: Chief Financial Officer**

### **About BwB:**

BwB is a not-for-profit organization that engages primarily urban youth through afterschool programs and in their classrooms. We integrate global education presentations into social studies classes, and through our after-school programs students contribute intensive community service while helping to build schools in developing countries around the world. In the past year, students in the U.S. contributed nearly 100,000 hours of service working with elders, homeless and young children through BwB. We have established these programs in schools in New York, Connecticut, Michigan, Pennsylvania, Illinois and California. 97% of the American high school students we have worked with over the last five years are now in college. Since we began in 1991, BwB has built schools in remote villages of developing countries on four continents. We have just completed construction of our 243rd school. There are now more than 105,000 children and parents that have attended BwB schools built world-wide.

BwB seeks individuals of all ethnic and racial backgrounds to apply for the position.

### **Contact:**

Fax or email a letter of interest, resume, and salary history to:

Peg Daly, Donor Relations & Stewardship Administrator

Email: [peg.daly@buildingwithbooks.org](mailto:peg.daly@buildingwithbooks.org)

Fax: 203.961.5087

[www.buildingwithbooks.org](http://www.buildingwithbooks.org)

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Building with Books is an equal opportunity employer committed to providing its employees with a work environment that is both challenging and rewarding. For additional information, please visit our website at [www.buildingwithbooks.org](http://www.buildingwithbooks.org)