

ROSES IN CONCRETE COMMUNITY SCHOOL

Oakland, CA
Job Description

Job Title: **Chief Financial Officer (CFO)**
Reports to: Head of School
Status: Full-time, Exempt

Do you want to be a part of a winning educational team that positively impacts the lives of underserved children from urban communities? The Roses in Concrete Community School is an innovative K-8 charter school located in East Oakland, which has attracted support from major national foundations.

Our program is distinctive in four ways:

1. We are building a dual-language/dual-culture program which is unique for a school that is 50% African American and 50% Latino/a. Our students will emerge bilingual, bi-literate and bicultural.
2. We are building a strong culturally-responsive program that integrates social justice issues with STEM.
3. We have established a visual/performing arts program that is professional-caliber and includes a rich cultural component.
4. We are a lab school with agreements with Stanford, UC-Berkeley, SF State and Mills College, to create an urban teacher pipeline. We host a steady stream of leading educators from around the world who come to observe our best practices.

Visit our website for more information (<http://rosesinconcrete.org/>).

THE POSITION

We seek a CFO who can oversee and direct the school's financial and administrative functions, operations and compliance. This person is a member of the senior administrative team, and reports directly to the Head of School. The CFO also works with the Board, administration, faculty, parents and students on various ad hoc projects, always informed by a close understanding of institutional governance and mission. This person must be aligned with Roses in Concrete's mission and our community-responsive culture.

Chief responsibilities include but are not limited to the following:

- **Financial and operational management:** responsible for efficient financial and operational management of the school, primarily in the following areas:
 - *Bookkeeping:* supervises bookkeeping of daily operations including posting and paying accounts payable, parent billing, recording and depositing cash receipts, maintaining necessary ledgers and preparing payroll and supplementary state and federal reports;
 - *Accounting:* oversees the accounting function and presents the operating financial statements on a regular and timely basis to the Head of School, Finance Committee and the Board;

- *Payroll*: works with payroll processor to accurately process and track payment to all school employees on a timely basis and submit reports to Federal and State agencies by their reporting deadlines;
 - *Budgeting*: monitors accurate funds collection from Federal, State and local sources, works with all departments to help plan budgets and reconcile expenditures; responsible for presenting accurate budgets and reports on cash flow, year-to-dates, and budget forecasts to Head of School, Finance Committee and Board; responsible for preparing and presenting annual and multi-year budgets aligned with OUSD and State reporting deadlines;
 - *Banking and Cash Management*: maintains banking relationships; makes recommendations to Head of School and Finance Committee as to adequate cash levels and investment vehicles; oversees cash controls of the school;
 - *Attendance and Data Reporting*: manages accurate and timely CALPADS, ADA and school assessment reporting.
 - *Annual Audit*: oversees timely posting of annual audit; responsible for relationship with auditors and the Board's Audit Committee.
 - Update, improve and implement all necessary *business policies and accounting practices* to ensure the school's ability to serve in a consistent and effective manner.
- **Other Administrative Responsibilities:**
 - *Compliance*: ensures that the school is in compliance on all local, OUSD, County, State and Federal matters;
 - *Strategic and Financial Planning*: along with the Head of School and the Board, implements policies and guidelines that ensure long-term affordability and sustainability; develops and maintains long-term strategic financial plan and multi-year budgets.
 - *Support Board of Directors* and all standing committees and advisory groups such as Audit, Development, Facilities, Finance and Governance as needed.
 - *Facilities*: oversees plant management including work order processing and implementation for general maintenance and repairs, landscape and security; monitors all contracts with vendors, contractors and subs;
 - *Personnel*: oversees personnel policies, salaries and benefits; manages regular review of employee handbook.
 - *Legal*: assists Head of School in assessing all legal matters.
 - *Risk management and insurance*: assesses adequacy of insurance coverage; works with Head of School and Finance Committee to solicit bids for insurance and implement insurance plans.

QUALIFICATIONS

- Effective communicator whose written reports and oral presentations are concise and accurate.
- Can work effectively and independently in a fast-paced environment with frequent interruptions.
- Able to analyze situations accurately and then recommend improvements, appropriate and effective actions and/or establish consistent policies & procedures.

- Attention to detail.
- Facilities management and staff management experience is a bonus.

MINIMUM REQUIREMENTS

- Minimum five years prior accounting and budgeting experience involving budget development and monitoring, accounting, payroll, financial reporting & analysis, risk management, procurement and compliance preferably in an educational or start-up setting.
- Prior experience in developing, streamlining and implementing efficient financial and operational management systems.
- A Bachelor's degree from an accredited college or university, Master's degree preferred.

DEADLINE: Open until filled.

SALARY: This position offers competitive salary and benefits commensurate with experience.

CONTACT: recruiting@rosesinconcrete.org
Tonia Hsieh, Founding Board member
Roses in Concrete Community School
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As an equal opportunity employer, the Roses in Concrete Community School does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age, or disability. We actively seek diversity among our faculty and administration as well as among our students.