

## Finance and Accounting Lead (.75 FTE)

### Position summary

The Finance and Accounting Lead spearheads financial operations for our small national nonprofit. This position works with members of the finance and administrative team, project leads, the President and Executive Director, funders, and external auditors to lead CTQ's finance functions, including audits and financial compliance, organizational and project budgets, projections, and contributions to advancing the organization's business model and other strategic elements of our fiscal sustainability.

The position may be based anywhere in the U.S. with occasional travel required to support Board meetings or work sessions with our fully-remote team. Anticipated compensation range for the role is \$40-45/hour plus access to a benefits package that includes health insurance, participation in CTQ's retirement plan, paid leave, a home office allowance, and other supports. CTQ is an equal opportunity employer committed to growing its diversity. Candidates who are of color, multilingual, or of immigrant background are especially encouraged to apply.

### Core responsibilities

- Prepare and deliver financial communications to Partners and the Board of Directors;
- Manage all financial controls and finance process updates to ensure integrity and accuracy in accounting data;
- Review accounts payable and receivable, deposits, reconciliations, and provide assistance, guidance, and back-up to Bookkeeper as needed;
- Lead monthly closing and financial reporting, including preparation of journal entries;
- Prepare reporting to support organizational/project financial management, including revenue and cash flow projections and for budget management, as required;
- Prepare external funding reports as necessary to comply with grant requirements;
- Lead development of and monitoring of CTQ organizational, G&A, and fundraising budgets;
- Conduct payroll review and 401(k) management;
- Manage annual audit processes, including review of financial statements and Form 990; and
- Other duties as assigned.

## Critical success factors

- Current knowledge regarding rules and regulations applicable to nonprofit accounting as well as of organizational funding and related rules and policies for funders;
- Accurate, useful, and timely financial reporting to staff, Board, and external funders as required;
- Effective collaboration with Bookkeeper to ensure appropriate and punctual AR and AP, payroll, and closings;
- Successful annual audit;
- Proactive, clear, and professional communication with colleagues, funders, Board members, auditors and other external parties; and
- Commitment to align work with values of collective leadership, diverse engagement, equity, and inclusion and contribute to a healthy organizational culture.

### To apply

Please forward a cover letter, resume, and relevant work or writing samples to Ann Verdine Jones at [averdinejones@teachingquality.org](mailto:averdinejones@teachingquality.org). We regret we are unable to respond to inquiries by phone. Candidates should anticipate participation in two rounds of interviews if they advance in the process, which will offer an opportunity to meet a number of our current team members.

