



theRPgroup

Research • Planning • Professional Development  
for California Community Colleges

## Director of Finance

### Position Announcement

#### The RP Group

The RP Group is a 501(c)(3) non-profit, non-partisan organization. Through professional and leadership development, technical assistance, research, and evaluation services, the RP Group strengthens the ability of California Community Colleges to discover and undertake high-quality research, planning, and assessments that improve evidence-based decision making, institutional effectiveness, and success for all students. For more information, please visit [www.rpgroup.org](http://www.rpgroup.org).

#### Position Overview

The Director of Finance will be a strategic thought-partner and report to the Executive Director (ED). Responsibilities include oversight, management, and implementation of the fiscal functions of an organization with an annual budget of approximately five million dollars, 12 employees, and numerous consultants.

The Director of Finance will play a critical role in partnering with the senior leadership team and Board of Directors in strategic planning, decision making, and operations as the RP Group continues to enhance its quality programming and build capacity. This position offers a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-established and well-respected organization in the field of higher education.

The position is expected to be half-time (approximately 20 hours per week) and offers opportunity for a flexible schedule, working in a remote environment. The RP Group is a virtual organization, with staff members located throughout the State of California.

## Essential Duties and Responsibilities

### *Accounting*

- Assume full responsibility for managing all accounting functions in accordance with GAAP including: accounts payable, billing, accounts receivable, general ledger entry and reconciliation, bank reconciliation, cash flow management, quarterly financial statements, budgeting, and financial reporting
- Close and prepare monthly financial reports for management and Board of Directors; participate in Board Finance Committee
- Manage and oversee organization's annual audit and tax return, including preparation of all required documents
- Evaluate new contracts for financial feasibility in relation to the overall budget
- Supervise accounting/bookkeeping staff
- Work with project directors to prepare budgets for new projects to assure profitability
- Participate fully in all staff and management meetings
- Perform other duties as directed

### *Operations*

- Work closely with ED to update financial reports in order to present meaningful information to the ED and the Board
- Present financials to the Board, via video calls and at in-person Board meetings
- Establish and oversee fiscal systems and internal controls to ensure compliance with any applicable laws and adherence to best practices
- Work closely with management team in business practice and procedure reform to streamline financial operations and ensure organizational efficiency
- Establish and oversee project budget reporting process to ensure efficient and effective tracking and allocation of revenues and expenditures to specific contracts and projects
- Work with contract management staff to ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary business policies and accounting practices; ensure the finance department's overall policy and procedure manual is accurate and kept up to date

### *Payroll/Benefits Administration*

- Manage/process bi-weekly employee payroll, time off accrual, and retirement plan via outside payroll service provider

- Record payrolls in the general ledger and maintain system to allocate wages and employer taxes across programs and funding sources
- Reconcile quarterly payroll, payroll tax reports, and prepare annual 1099 forms

## Qualifications

- Bachelor's degree required, MBA, CPA or Master's degree desirable
- Knowledge of and experience with best practice accounting processes for non-profit organizations with multiple programs and funding sources, including contract-based revenue and restricted foundation grants
- Strong understanding of GAAP, accounting theory, and best practices
- Highly proficient in QuickBooks
- Exceptional conceptualization, problem-solving & project leadership skills
- Technologically savvy; willing to look for and develop technology to solve problems, streamline processes, and create efficiency
- Attention to detail, resourcefulness, and excellent organizational skills
- Personal qualities of integrity, flexibility, and openness to new ideas
- Advanced Excel skills
- Excellent written and oral communication and presentation skills
- California residency is required

## Compensation

- Competitive compensation in line with experience

## Application Process

- To apply, email a cover letter and resume to [jobs@rpgroup.org](mailto:jobs@rpgroup.org). Please include in the subject line "Director of Finance."
- An aggressive start date of February 26, 2018 is desired.
- January 22, 2018 is the application deadline.

*The RP Group is an Equal Opportunity Employer. The above statements are intended to describe*

*the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*