



Title: Head of Finance

Reports to: Chief Operations Officer

### **EMBARC BACKGROUND**

Embarc's mission is to cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their world view, and seize opportunities in school and life. Embarc is regarded as one of the most exciting nonprofits in Chicago that specializes in combining a robust 3-year curriculum with immersive, hands-on learning experiences that connect students to multiple sectors of the Chicago community to drive academic skills and close the opportunity gap.

Since inception in 2010, Embarc has served nearly 8,000 students who have achieved an average 95% graduation rate and 90% overall postsecondary success. Embarc has grown from serving 25 students in 2010 to nearly 4,000 students in the 2021-2022 school year in 20 high schools across Chicago Public Schools (CPS).

### **POSITION OVERVIEW**

Embarc is looking for a dynamic leader to join its team.

The Head of Finance is an experienced and organized individual that will perform planning, evaluation, design and implementation of the company's budget and financial management systems. Duties will also include reviewing budget proposals, making reports and preparing all kinds of related documentation. Applicants should possess high analytical and mathematical skills and be able to present complex financial data in an understandable way. They will need critical thinking to successfully create financial forecasts and make proper decisions about Embarc's budget, as well as extensive knowledge of accounting processes and best practices.

This position is a part-time role anticipated to work 20 hours per week.

### **KEY RESPONSIBILITIES**

#### **I. Financial Management and Oversight**

- Managing the financial reporting for the organization. This includes monthly financial reporting, annual budgeting, grant budgeting, budget forecasting, 5-year financial plans, and all statutory financial reporting
- Play a key role in the formation of business strategy
- Develops and implements accounting policies, and coordinates systems and procedures with other finance team members
- Managing the external auditor relationship and overseeing the preparation of annual audited financial statements and tax returns
- Managing and overseeing the cash flow activities of the organization

- Ensuring that appropriate financial controls are put in place and compliance with accounting standards
- Managing and overseeing Embarc's banking and borrowing arrangements
- Overseeing Accounts Payable, Accounts Receivable, Tax, Payroll, Financial and Management accounting functions
- Develops and implements systems for financial risk management and mitigation
- Advising and implementing best practices to increase efficiency and reduce costs
- Maintains Embarc's system of accounts and keeps books, records of transactions and assets up to date
- Manages the monthly close process

### **SKILLS, EXPERIENCES, COMPETENCIES**

- Minimum 5 years working experience in Finance
- Excellent organizational skills and attention to detail
- Excellent time management and prioritization skills with a proven ability to meet deadlines
- Strong analytical and problem solving skills
- Ability to act with integrity, professionalism, and confidentiality
- In depth understanding of cash flow management, bank reconciliation and bookkeeping
- Hands-on experience with budgeting and risk management
- Excellent knowledge of data analysis and forecasting models
- Advanced computer software skills such as excel advanced tools and formulas, complex tables and charts and Quickbooks
- Solid analytical and decision making skills
- Accuracy and attention to detail
- Leadership abilities
- Up to date knowledge of financial regulations

### **TO APPLY**

Interested candidates should submit a resume and cover letter as a single .pdf to Anastacia Holden at [staciaholden@embarccchicago.org](mailto:staciaholden@embarccchicago.org) to be considered. Only candidates who are being moved forward to consideration should expect a personal reply from Embarc.

*Embarc is an equal opportunity employer. Embarc evaluates applicants for employment on the basis of qualifications, merit, and work related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status.*

*Please note all offers of employment are subject to and contingent upon the successful completion of a background check.*

### **Embarc Vaccination Policy**

Embarc requires all employees be fully vaccinated for Covid-19 by the official start date of employment.

### **APPLICATION PROCESS**

When applying for employment at Embarc, candidates should expect to participate the following process:

- Phone interview - 30 minutes
- Work sample request with 5 business day turnaround time
- In person interview - 60 minutes
- Field experience or virtual text discussion - 60 or 90 minutes
- Reference check

We reserve the right to add to this process at our discretion depending on the position and the number of applicants.