



Title: Director of Finance

Reports to: Executive Director

EMBARC BACKGROUND

Embarc's mission is to create a more just and equitable educational experience and cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their worldview, 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 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 its 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 2023-2024 school year in 18 high schools across Chicago Public Schools (CPS).

POSITION OVERVIEW

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

The Director 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, generating reports and preparing 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 full-time role.

KEY RESPONSIBILITIES

I. Financial Management and Oversight

- Manage 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
- Develop and implement accounting policies, and coordinate systems and procedures with other relevant team members
- Manage the external auditor relationship and oversee the preparation of annual audited financial statements and tax returns

- Manage and oversee the cash flow activities of the organization
- Ensure that appropriate financial controls are put in place and compliance with accounting standards
- Manage and oversee Embarc's banking and borrowing arrangements
- Overseeing Accounts Payable, Accounts Receivable, Tax, Payroll, Financial and Management accounting functions
- Develop and implement systems for financial risk management and mitigation
- Advise and implement best practices to increase efficiency and reduce costs
- Maintain Embarc's system of accounts and keep books, records of transactions and assets up to date
- Manage the monthly close process

II. Team Participation and Collaboration

- Collaborates with relevant and appropriate team members to ensure consistency and cohesion in finance related data entry and reporting (i.e. Development Team, Executive Director, Director of Data and Analytics)
- Communicate with Executive Director and other relevant team members on monthly financials as necessary
- Collaborate with Executive Director and other relevant team members on budget forecasting, 5-year financial planning
- Provides necessary team members with guidance as to how to accurately enter any necessary finance data into the appropriate locations so that Director of Finance can access data in a timely manner
- Participate in All Staff meetings and in occasional staff gatherings

SKILLS, EXPERIENCES, COMPETENCIES

- Minimum 5 years working experience in Finance/Accounting
- 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 (preferred) or other financial software
- Solid analytical and decision making skills
- Accuracy and attention to detail
- Collaborative approach to working within teams
- Up to date knowledge of financial regulations
- Non-profit experience is desired

TO APPLY

Interested candidates should submit a resume and cover letter as a single.pdf to Amanda Long at along@embarcchicago.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.

APPLICATION PROCESS

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

- Phone interview - 30 minutes
- Work sample or collaborative activity with Embarc team members
- In person interview - 60 minutes
- Reference check

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