

Good Schools for All / Read to Succeed Buffalo Literacy Campaign

Good Schools for All, a program of the Community Foundation for Greater Buffalo, is seeking exceptional candidates to fill multiple positions in its growing, \$2.3 million a year not-for-profit organization. Offering no programs or services, Good Schools for All is a neutral independent convener. Its mission is to mobilize community to help Buffalo's children succeed academically. Since 2002, Good Schools' primary focus has been literacy, the foundation for academic success. Recognized nationally for its transformational *Read to Succeed Buffalo* literacy initiative, Good Schools is determined, with the right people, to make a difference for our children and their families.

Finance and Operations Officer – Position Profile

Good Schools for All is in process of establishing itself as an independent 501(c)(3) not-for-profit organization. Reporting directly to the Executive Director of Good Schools for All, the Finance and Operations Officer will be a member of our high performance management team. The successful candidate will take responsibility for the financial and fiscal management operations of the organization, including selection and/or development of a financial system that will meet our needs. The person selected will also be responsible for the operational management of the organization, including developing policies and procedures, handling human resources and purchasing functions, negotiating and writing contracts, and other duties required to keep Good Schools for All running smoothly and effectively.

Responsibilities

- Assist the Executive Director in planning key strategies, create annual goals and develop priorities as they relate to the internal operations and financials of the organization.
- Oversee all financial and office operations, including budgeting, financial reporting, accounts payable, auditing, income statements, balance sheets, preparation of internal and external reports, personnel, purchasing, contracts, and other duties as required.
- Administer and monitor the financial system in order to ensure that Good Schools for All's finances are maintained in an accurate and timely manner.
- Assist Executive Director or program staff with preparation of budgets for program or operational funding grants.
- Develop financial policies, procedures and controls.
- Establish and maintain appropriate internal control safeguards.
- Prepare and reconcile bank statements.

- Establish and maintain supplier accounts.
- Check invoices against delivery receipts and ensure timely payment to vendors.
- Prepare monthly financial statements and report on variances.
- Maintain the computerized accounting system.
- Maintain financial files and records.
- Maintain master copy of personnel records and interface with professional employer organization for all human resources or payroll functions.
- Create reports for the Good Schools for All board of directors and make presentations as required.

Qualifications

Experience

- Four to six years of experience as a financial officer with direct responsibility for the full range of financial and operational responsibilities in a medium sized office (15 to 20 staff).
- Up-to-date knowledge of current financial and accounting computer applications.

Skills

- Excellent verbal, analytical, problem solving, organizational and written skills.
- Meticulous attention to detail.
- Ability to make good judgments and well thought-out decisions.
- Willingness to work extra hours during peak periods.
- Excellent computer skills, including ability to use computerized accounting, spreadsheet and word processing programs at a highly proficient level.
- Excellent listener who can function as a member of a collaborative team.

Education

- Bachelors degree (preferably an MBA) in Accounting, Finance or Business.

Qualified candidates send a cover letter explaining your qualifications and a current resume to:

Helene H. Kramer, Executive Director
Good Schools for All
hkramer@goodschoolsforall.org

RESUMES MUST BE POSTMARKED BY MAY 30, 2008

See the Read to Succeed Buffalo (www.readtosucceedbuffalo.org) or Good Schools for All (www.goodschoolsforall.org) websites to learn more about who we are and what we're doing.