

Public/Private Ventures

Chief Financial Officer

Primary purpose of the position:

The chief financial officer (CFO) is responsible for all financial matters of Public/Private Ventures (P/PV). The CFO will report to and work closely with the President. In addition, s/he will partner with the management team and the Board of Directors to develop and implement strategies across the organization and will staff the Finance and Audit Committee of the Board of Directors. The CFO will oversee all compliance and recognition for government (federal and state) contracts and private grants. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing P/PV's finance and grants management staff.

Specific responsibilities include:

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Produce meeting reports for the Board of Directors, management team and project managers.

Planning, Policy and Investor Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the management team.
- Engage the finance and audit committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Represent P/PV to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Grants Management

- Oversee the accounting and grants management department to ensure proper maintenance of all accounting and grants management systems and functions; supervise P/PV's F&A staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations and P/PV's Board of Directors.
- Oversee the preparation and communication of monthly and annual financial statements to serve management team and project managers.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

- Oversee P/PV's pension plans as the plan administrator in coordination with Human Resources staff.
- Review and negotiate all P/PV contracts and independent consultant contracts.
- Negotiate and maintain general liability insurance policies and company leases for multiple states.

Qualifications

The CFO will be a seasoned and mature leader with at least 10–15 years of broad finance experience—ideally beginning in auditing, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. S/he will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts and an affiliate structure with diverse program areas delivered nationally. Professional services firm experience is also desired.

The CFO will have the following experience and attributes:

- A minimum of a BS; a CPA and/or MBA would be a plus.
- At least five years experience as CFO, controller or equivalent, preferably in a nonprofit organization.
- Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Experience working with Information Technology staff to manage finance and accounting software packages.
- Excellent written, oral communication and presentation skills.
- Demonstrated leadership ability, team management and interpersonal skills.
- Excellent analytical and abstract reasoning skills.
- Strong organization skills.

Offering excellent salary and benefits package commensurate with experience. Please fax, mail or email cover letter and résumé no later than July 30, 2010 to:

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P/PV is an equal opportunity employer.