Chief Financial Officer (CFO) Job Description

- **Collaborates with:** Co-Founders & COO
- **Position status:** Full-Time
- **Location:** Remote (100% virtual team)
- **Target start date:** May 2021
- **To learn more visit:** [http://www.girltrek.org/](http://www.girltrek.org/)

**About GirlTrek**

GirlTrek is the largest public health non-profit dedicated to serving African American women and girls in the United States. GirlTrek was launched in Washington, DC in 2010 as a response to the health crisis in America in which African American women die from preventable obesity-related diseases at higher rates and younger ages than any other group of women in the country. GirlTrek encourages women to use walking as a practical first step to inspire healthy living, families, and communities. As women organize walking teams, they mobilize community members to support monthly advocacy efforts and lead a civil rights-inspired health movement. Today, GirlTrek’s programs have grown to reach over 1 million African American girls and women in 50 states across the country.

GirlTrek is a trusted brand with numerous awards and recognition, including:

- **TED’s Audacious Project Winner**
- **Named a “Health Hero” by Essence Magazine**
- **Top 1% Social innovators in the world by Echoing Green**
- **Recipient of the Urban Fellows Award by Aspen Institute**
- **Recipient of Social Innovation Award by Teach or America**

**The Chief Financial Officer (CFO) Role:**

**What You Will Do**

The CFO will be primarily responsible for managing and overseeing all daily finance functions for GirlTrek. The CFO will also ensure the accuracy of financial records as well as ethical, sound, and efficient financial systems and controls. The role requires managing relationships with outside accounting and audit firms; developing and enforcing financial policies for all staff, consultants, and contractors in addition to acting as the staff liaison to the Board’s Finance Committee.

CFO duties include, but are not limited to:

- **Budget & Forecasting:** Lead the organization in the annual budgeting and planning process in collaboration with the Co-Founders and COO to complete and present to the Board for approval; Lead monthly reconciliation process with team leads.

- **Financial Management Reporting:** Prepare monthly, quarterly, and year-end financials; review and clearly communicate these reports to the Co-Founders, COO, and GirlTrek Board.

- **Accounting & Finance:** Ensure all GirlTrek accounting is in accordance with, non-profit accounting principles and standards; ensure staff follow established procedures; update GirlTrek’s accounting policies and manuals as needed; maintain and ensure accuracy of financial records and transactions with up-to-date knowledge on new accounting principles for compliance and implementation.
Audit: Coordinate and lead annual audit, tax preparations, and filings; liaise with external auditors, external accounting firms, the GirlTrek Board, as well as relevant Board committees (Finance Committee, Audit Committee) for timely reviews and submissions of filings.

Internal Financial Control: Maintain appropriate financial and operational controls; institute controls (where lacking) according to audit findings and overall best practices, including timely policy updates, establishing review procedures, and implementing periodic reporting on control/risk assessment matters.


Payroll & 401K Administration: Lead administration of GirlTrek’s 401K plan and payroll.

Insurance and Licensure: Oversee Operations Manager on review and renewal of all organizational insurance policies including those related to facilities, liability, health, benefits, and safety.

Contracts: Oversee (as well as refine and iterate as necessary) an effective contract management and financial management/reporting system for all GirlTrek vendors, contractors and consultants.

Management & Coaching: Manage the Finance Director while providing coaching and professional development opportunities for learning.

Who You Are

An Experienced Finance Professional with 10+ years of experience in accounting or finance, preferably within a non-profit organization or government. Bachelor’s Degree in accounting, finance or relevant field plus an MBA or CPA designation is required.

Results Oriented with the ability to achieve results in a constantly evolving nonprofit environment, with demonstrated success building systems and tools to support changing funding and program goals.

Excel Maven with advanced abilities with Excel and PC-based fund accounting (MIP or other underwriting software experience is preferred).

Strong Executer with a competitive skillset in Salesforce, financial modeling and forecasting, annual reports, campaign development and event production.

Excited to Represent GirlTrek Externally by leveraging your brand and serving as a public face of GirlTrek.

Self-Starter who routinely knows when to "manage up," can closely collaborate with the Co-Founders and COO, sets ambitious goals with clear outcomes, and manages her energy, time and resources.

Passionate About Working with African American Women and wants to change the status quo to support and train these women to improve their health and mobilize in their communities.

Motivated by Working on Diverse Teams and In Diverse Environments where different perspectives are encouraged and valued.

What You Can Expect
GirlTrek is a grassroot, movement-building organization. The work environment is very fast-paced and constantly evolving. A successful candidate will come with a “start-up” mentality that allows them to stay nimble, adapt to quickly changing environments, and use limited resources smartly. All members of the national team are expected to participate in GirlTrek programming and serve as public ambassadors of the movement. Due to COVID-19, the full GirlTrek staff works virtually.

Salary and Benefits
GirlTrek offers a competitive salary and benefits package, and has been recognized as a leader in the nonprofit sector for its innovations in creating an org-culture that supports the wellbeing of its staff members at work and at home.

Salary: Competitive (commensurate with experience)

Location: Remote (100% virtual team)

Health Insurance: Comprehensive medical, dental and vision insurance provided.

Vacation Time: 2 weeks paid annual vacation, in addition to an annual winter sabbatical.

Off-Season: Competitive 6 weeks off for paid office closure, Dec 1-Jan 15 annually.

Retirement Plan: GirlTrek matches contributions to 401K accounts up to 3%.

How You Can Apply
Email your resume and cover letter to Raël Nelson James at rael@GirlTrek.org.