



Chief Financial Officer/Finance Director

Reports To: President

Position: Contract, Part-Time

Organization Description:

FIRST Washington (firstwa.org), a dynamic 501 (c)(3) fast growing complex non-profit organization, is seeking a contractual CFO/Finance Director to work side by side with the organization's President, Board Treasurer and Business Manager to evaluate and strengthen the financial reporting and forecasting for the organization to continue to grow. In 6 years, the organization has grown from a \$400K to a \$2.5M organization with both contributed and earned revenue.

FIRST Washington is responsible for delivering the full suite of programs for FIRST (firstinspires.org). We are a volunteer driven organization supported by a small team of professional staff. Working side by side with teachers and industry professionals, we inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership. FIRST Washington supports over 1100 teams with nearly 12,000 youth ages 6-18 engaged in FIRST programs. FIRST is in approximately 25% of all the schools in the state and 33% of the high schools.

Position Summary:

Contractual CFO who can work with President and current Business Manager 10-12 hours per month to evaluate current financial and non-profit accounting practices. Upon review, establish forecasting, financial analysis for FIRST Washington to help guide the Board of Directors and Staff in accomplishing the organizations short term goal of engaging 22,000 students in FIRST programs with the strategic vision of bringing FIRST programs into every school building across Washington state.

Responsibilities:

- Review organization's non-profit accounting practices including documentation of charitable gifts and payments from school districts.
- Produce 12-month cash flow forecast / liquidity.
- Evaluate financial performance comparing and analyzing actual results against plans and forecasts monthly.
- Analyze financial data and create financial models for decision support.
- Report on financial performance and prepare for regular leadership reviews.
- Work with President and key staff to develop forecasting for revenue and expense in meeting capacity goals for organization.
- Assess FIRST Washington's risk management that includes organization's insurance coverage and any insurance gaps.
- Ensure proper document policies and procedures for FIRST Washington's grant processing and invoicing to FIRST Washington teams.

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- Review staff and key volunteer expense policy.
- Implement audit recommendations if any.

Skills and Abilities:

- Team player.
- Strong understanding and knowledge of the ins and outs of non-profit finance rules.
- Understand how to deal with resource constraints and handle problems creatively.
- Passionate to FIRST Washington's mission and it's progressive culture in inspiring young people toward STEM.
- Knowledge of tax laws that influence charitable giving, personal assets and estates recommended.
- Ability to see and understand the organizational objectives to support **FIRST** Washington teams and build organizational capacity to grow new program teams, coaches and mentors.
- Proficiency with Excel, QuickBooks and Salesforce. Able to create standard and ad-hoc reports, tools and Excel dashboards. Increase productivity by automating reporting and forecasting tools.
- Ability to work with multiple large data sets and business analytic tools such as Microsoft Power BI, myDBR, Tableau, et al.
- Clear oral, written, interpersonal, and analytical and organization skills.

Education requirements:

Minimum of bachelor's degree and 5+ years of accounting or related field with ideally CPA or MBA with years of financial management experience in non-profit accounting practices. Compensation is based upon experience. *FIRST* Washington is dedicated to the goal of building a culturally diverse team who are committed to working in a multicultural environment and strongly encourages applications from women and minorities.

Please send resume and cover letter to:

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