

JOB ANNOUNCEMENT

OPEN POSITION

DIRECTOR OF FINANCE & OPERATIONS

About the National Center for Employee Ownership (NCEO)

The NCEO is a 501(c)(3) nonprofit organization and our mission is to help employee ownership thrive. Founded in 1981, we have almost 3,000 members, and, (with the exception of 2020), annual revenue from operations of more than \$3 million. We project continued growth and expansion of our activities, and the Director of Finance and Operations will be our 15th employee when hired. We are the main publisher in the field, and our events are premier gathering places for the community of employee-owned companies and the professionals who provide related services. We produce some of the most important and practically useful research on employee ownership, and we help companies manage themselves to achieve the greatest benefit from employee ownership.

Internally, we have a close-knit and collaborative culture in which all staff members contribute to shaping the course of the NCEO's work. We model ourselves as much as possible on best practices in employee-owned companies: we often make decisions collectively, and our compensation system lets employees share directly in the success of the organization to the extent allowed by our nonprofit status. For more information about us, see www.nceo.org.

This Position is 100% Remote

The Director of Finance and Operations position is 100% remote. After decades of working from offices in Oakland, California, the NCEO is transitioning to a fully remote and multi-state workforce. The Director of Finance and Operations must have all reasonable requirements for working remotely, such as reliable high-speed internet access and a professional location from which to work, such as a home office. NCEO provides a monthly stipend for employees working from home. The Director of Finance and Operations must be able to travel up to four times per year to accommodate future in-person staff meetings.

POSITION SUMMARY

The Director of Finance and Operations (DFO) is a new position and it reports directly to the Executive Director. The DFO is responsible for the overall financial management of the organization and for managing and budgeting human resources, office management and general business operations. This is a regular, full-time exempt, at-will position. The DFO serves as an analytic partner for the Executive Director for finance, human resources and business operations.

The position's two direct reports are the Administrative Manager and the Data Associate, and the DFO also manages the work of finance, HR and operations consultants as needed. In addition, the DFO supports all staff regarding finance, HR and operations policies and protocols. The DFO oversees risk management and legal compliance for the organization and strategic management of operational infrastructure.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizational Management

- Works with Executive Director to ensure the financial health and long-term viability of the organization, including management of the annual organizational budget, ongoing budget analysis, reports on budget and performance to staff and the Board of Directors
- Contributes to the overall strategic direction of the organization,
- Acts as a role model to help build healthy organizational culture
- Oversees risk management and legal compliance for the organization and strategic management of operational infrastructure
- Oversee human resources and ensures the organization is fully compliant with employment law in all the states where the NCEO has employees.
- Supervises and/or guides non-direct reports when Executive Director is unavailable

2. Staff Teams and Supervision

- Responsible for overall management of finance and operations staff and directly supervises the Administrative Manager and Data Associate
- Hires and manages the work of finance and operations consultants as needed
- Supports the Executive Director and staff on hiring, firing and salary decisions
- Recruits and supervises interns or volunteers as needed

3. Financial Management

Unlike most nonprofit organizations whose revenue is mostly comprised of individual donations and corporate grants, the NCEO is supported primarily by membership sales and retail sales of publications, event registrations, and other goods and services. We process 1000 to 1500 of these transactions per month. We do receive some restricted and unrestricted donations, but they are a small part of our overall revenue.

- Manages an accounting system comprised of QuickBooks Online and core spreadsheets to ensure financial health of the organization, documents accounting procedures, supervises staff's use of systems, and designs improvements and new systems as necessary
- Ensures data integrity in our order systems by monitoring transactions, reconciling the order systems (Drupal and X-CD) to the accounting system (QuickBooks Online), updating the order system parameters, and problem-solving orders as needed
- Evaluates and modifies finance systems as needed, with the goal of creating clear, consistent, accurate data, timely financial statements, and solid internal controls
- Adapts, documents, and, when needed, creates accounting policies and protocols
- Supervises the Administrative Manager's work running accounts payable, generating invoices, making deposits, submitting and booking payroll, tracking fixed assets and depreciation, calendaring, and coordinating staff's period-end financial activity. Ability to do these tasks themselves when needed.

- Oversees fiscal oversight of organization
- Manages annual budget process, forecasts of revenues, expenses and working capital using our existing model (three years into the future), and the organization's contingency plan
- Performs or manages preparation of organizational financial statements
- Monitors financial position and analyze financial statements to proactively identify solutions to potential financial challenges
- Manages cash flow and bank/investment accounts, transferring funds as needed to maximize interest income and cover disbursements; receives bank, merchant service, and credit card statements; performs bank, merchant service, and credit card reconciliations
- Books, documents and reconciles employee insurance premium contributions
- Books grant revenue, manages revenue recognition, maintains grants spreadsheet for tracking restricted and unrestricted funds by period
- Provides financial information, tracking tools and support to other staff
- Gathers information for and oversees the month-end closing process
- Manages annual fiscal audit by independent CPA; shepherds, reviews and ensures timely filing of tax forms 990, 5500, 1099/1096, state sales tax forms, all other required city, county and state filings with support from the Administrative Manager
- Maintains a checklist of all legal and bylaw requirements for 501(c)(3) corporation for review with board secretary
- Fields finance-related questions from staff as needed, with assistance from Administrative Manager

4. Human Resources

The NCEO contracts with an HR services company rather than having an HR expert on staff. We require the DFO to be sufficiently capable in HR to effectively manage the HR services company and to directly implement some HR functions. If a candidate is able to take over more or all of the HR work directly, that's an advantage. The majority of our staff is in California, so familiarity with California's HR requirements is preferred.

- Ensures sufficiency and updates of human resources policies and strategies as needed for all states in which the NCEO has compliance obligations, adequate job descriptions for all staff, accurate and up-to-date documentation of all policies and procedures related to personnel, and monitors and supports organizational compliance with the employee handbook and employment law in all relevant states
- Coordinates annual salary review process working closely with the Executive Director;
- Calendars and documents raises, prompts annual evaluations and exit interviews
- Supports recruitment, on-boarding, and orientation of new employees
- Maintains and oversees tracking system for accrued vacation and sick time for staff
- Working with Insurance brokers, oversees management and annual reviews of coverage, enrollment, vendors, accounting and compliance for staff benefits plans
- Supports staff with troubleshooting benefits problems
- Ensures supervisors and hiring committee members have adequate support on managing recruitment and interviews in a legal manner
- Ensures adequate support for employees in handling personnel issues, grievances and procedures

5. Other Operations Responsibilities

- Oversees operation of physical offices (if/when relevant), storage areas, or any leased or rented space.
- Oversees all procedures and systems needed to support employees working remotely
- Supervises staff to provide the fundamental operations functions of coordinating office flow and organization, supplies, equipment and furniture, volunteers, and communication with building property management, including for remote work
- Manages Operations budgets and related vendors
- Oversees office management, setting office and security policies for staff and implementing with the assistance of the Administrative Manager, including online security
- Manages office equipment purchasing with the assistance of the Administrative Manager
- Anticipates and plans for major outlays for facilities and operational infrastructure
- Negotiates property leases, leads office moves, expansions, and closures
- Secures and maintains insurance as needed
- Works with attorneys as needed on business-related legal matters, including trademark, copyright and releases; advises staff regarding potential intellectual property law liability where applicable
- Maintains required corporate and nonprofit registrations in all states where NCEO has offices and employees with the assistance of the Administrative Manager and outside counsel

OTHER DUTIES

- Oversees and ensure accurate information in the NCEO's database, working with the data associate.
- Assists in drafting of the annual report
- General staff duties (staff meetings, member calls, work groups, annual conference, etc.)
Works pro-actively and in good faith as a member of the staff team to support and strengthen the overall stability and effectiveness of the organization
- Performs other duties as assigned

REQUIRED QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Commitment to our Organization's mission
- BS/BA required. An MBA/CPA or related degree or equivalent experience is preferred
- Minimum of 5 years' experience in positions of increasing responsibility in accounting, operations and human resources, preferably at non-profit organizations
- Strong knowledge of GAAP and extensive accounting experience, including month-end, quarter-end, and year-end close, cost allocation procedures and payroll
- Expert with QuickBooks Online and Microsoft Excel
- Ability to create and manage complex organizational budgets and financial statements
- Ability to present information and analysis clearly and concisely, especially financial information
- Sufficiently capable in Human Resources experience to effectively manage our HR Consultant Firm. Familiarity with California's HR requirements is preferred
- Experience supervising direct reports
- Proficiency with Microsoft Office, web browsers, Gmail, Google Calendar
- Proficiency with, and professionalism while using Zoom/conferencing software.
- Ability to deftly manage projects and professional relationships
- Good people skills and a positive attitude when communicating about our mission
- Strong critical thinking and creative problem-solving skills
- Ability to balance attention to detail with big-picture thinking

- Highly organized and systematic with strong time management skills and ability to juggle competing priorities and deadlines
- Flexible and comfortable in a fast-paced environment with shifting priorities
- Excellent oral and written communication skills
- Direct and accountable; thoughtful, open and helpful with conflict resolution
- Comfortable handling and being exposed to sensitive and confidential information
- Ability to respond effectively to difficult inquiries or complaints
- Sensitive to the needs of, and comfortable with a diverse workplace
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace
- Background check required
- Ability to occasionally work non-traditional hours (evenings, weekends and holidays)
- Position is 100% remote and employees are required to sign a remote/work from home agreement
- Ability to travel out of state up to four times per year for staff meetings and organizational events

Salary and Benefits

The compensation for this position consists of both base pay and variable income pay. The base pay range is \$78,000 to \$83,000, based on experience. The total expected annual compensation range is \$95,000 to \$106,000 (including both base pay and variable income pay). However, the size of the variable pay is determined by the performance of the organization, so it cannot be determined in advance, but our target is a variable pay range of \$17,000 to \$23,000 annually. The NCEO is aware this is an unusual salary structure for a nonprofit organization and will be happy to answer any questions from candidates!

Employees also receive generous benefits. Employees can choose between two health plans, with and without an HSA, as well as dental and vision coverage, and long-term disability coverage. In their first year, staff has 15 days of paid vacation and 10 days of sick leave, and all staff have twelve holidays per year. The NCEO makes an automatic 3% employer contribution to a 401(k) plan (after three months of employment) and offers work schedule flexibility and a monthly stipend for work-at-home. The NCEO is currently assessing its benefits package and expects to add new benefits before this position's hire date.

How to Apply

The full [job description for this position is available online](#). We will review applications on a rolling basis, and, depending on the applications we receive, we may stop accepting applications as early as March 31, 2021. Your application should be emailed to DFO@nceo.org with the subject line "Director of Finance and Operations" plus your name. Candidates are also welcome to send applications by U.S. mail to ATTN: Loren Rodgers / NCEO / 1629 Telegraph Ave, Ste 200 / Oakland CA 94612.

All applicants should send:

- A cover letter (one page or less) addressing why you are interested in our mission, this position and your salary expectations. You may address the letter to Executive Director Loren Rodgers.
- A current resume

- A sample communication showing the ability to effectively convey financial information. Possibilities include a budget overview, a summary of an organization's financial performance, or an explanation for a variance from performance. Please redact all confidential information.
- A list of three or more references

Equal Opportunity Employer

The NCEO is an Equal Opportunity Employer that encourages and seeks applications from diverse candidates.

External hires must pass a criminal background check. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal, state, and local laws.

For Americans With Disability Specifications, please see [the job description](#).