



Director of Finance

About KIPP Bay Area Schools

KIPP Bay Area Schools is a nonprofit network of seven public charter schools serving over 2,000 students. These tuition-free, college-preparatory schools are located in the underserved neighborhoods of Bayview Hunters Point and the Western Addition of San Francisco, East San Jose, San Lorenzo, and West Oakland. Our mission is to ensure that our students develop the knowledge, skills, and character needed to succeed in college and the competitive world beyond.

The Knowledge Is Power Program (KIPP) began in 1994 in Houston, Texas. Today, there are 82 KIPP schools across the nation serving more than 16,000 students. KIPP Bay Area Schools is the nonprofit charter management organization that oversees the growth, quality, and sustainability of the seven KIPP schools in the San Francisco Bay Area.

Position Overview

The Director of Finance is a key member of KIPP Bay Area Schools' leadership team, managing the day-to-day financial operations of our schools and regional office in the areas of accounting, banking, budgeting, procurement, and financial planning. This position will report to the Executive Director and is responsible for building a scalable and efficient financial infrastructure, providing exceptional service and support to our schools, and ensuring their continued financial success.

Responsibilities Include

- Performing on-going analysis and developing replicable processes and systems that ensures KIPP Bay Area Schools' financial health, including:
 - Creating fiscal policies and procedures
 - Revenue and cash-flow forecasting
 - Budget development
 - Financial modeling and planning
 - Developing systems for monitoring expenditures to ensure that fiscal activities comply with federal, state, and local agency requirements
 - Reviewing bank reconciliations
- Financial reporting and analysis of financial statements, including statement of activities, fund balance, and sources/uses of funds to all stakeholders, including board, funders, district authorizers, county, state, and federal governments.
- Overseeing the financial office and its management of financial transactions, including accounts payable and receivable, banking, investments, and payroll functions.
- Working with the Development office to create and monitor grant budgets.
- Serving as the financial advisor to school leaders on fiscal operating decisions.
- Training office managers, principals, and other staff on financial policies and procedures.
- Serving as the staff lead on the Finance & Investment Committee of the Board of Directors.
- Coordinating annual financial audits and overseeing all 990 reports.

- Working with senior staff to monitor and manage contracts.
- Ensuring timely receipt of funds from local, state, and federal sources.
- Establishing and managing vendor accounts and relationships.

Skills and Qualifications

- Substantial financial management experience, with capacity to manage a highly talented staff.
- At least five years of significant work experience with organizations (budgets exceeding \$5M) as a CFO, Director of Finance, Controller, or equivalent.
- Working knowledge of nonprofit fund accounting, government accounting, small business accounting systems.
- Bachelor's degree required. CPA and/or MBA highly preferred.
- Experience in non-profit/education field and knowledge of the laws, rules, procedures, and programs specifically related to the business operation of charter public schools in California.
- Ability to lead, plan and manage in a complex, fast-paced, entrepreneurial environment.
- Excellent business writing, communication, and presentation skills.
- Excellent proficiency in Microsoft Excel and Quickbooks accounting software.
- Detail- and results-oriented team player who is dedicated to getting the job done.
- Articulate, professional demeanor with strong self-confidence and initiative.
- Highly organized and detail-oriented with strong interpersonal skills.
- Unquestioned integrity and commitment to the KIPP Bay Area Schools mission.

Salary & Benefits

We offer a competitive salary and benefits package, depending on experience and qualifications.

To Apply

Please send your resume and a detailed cover letter demonstrating your interest in working for KIPP Bay Area Schools and your unique qualifications for the position, to hr@kippbayarea.org with "Director of Finance" in the subject line. Resumes submitted without a cover letter will not be considered. We are strongly committed to hiring a diverse and multicultural staff and encourage applications from traditionally under-represented backgrounds.