



Now Hiring: Finance Manager (20-25 Hours/Part Time) START DATE: September 2018 or earlier

Public Impact is a small but nationally influential education policy and management consulting firm based in Chapel Hill, N.C. Our mission is to improve education dramatically for all students, especially low-income students, students of color, and other students whose needs historically have not been well met.

We are a team of professionals from many backgrounds, including former teachers. We conduct research to understand what leads to better outcomes, and we develop and implement innovative solutions to create dramatic improvements for children. We advise leading philanthropists and other change agents in education. We partner with teachers and other leaders to implement changes that will help the students they serve.

Major current areas of work include management and policy changes in these areas:

- Teachers and leaders: extending the reach of excellent educators and teams through the Public Impact Opportunity Culture initiative, teacher-leadership, career paths, pay, residencies, selection, evaluation, and leadership.
- Charter school excellence, innovation, authorizing, and growth of excellent organizations.
- School turnarounds, excellent diverse schools, finance, accountability and other topics.
- See all our work at publicimpact.com and www.opportunityculture.org

ROLE: Manage planning, implementation, and improvement of all financial systems, including:

- Financial planning, projections, and reporting for the co-presidents' oversight of organization
- Accounts receivable and payable
- Expense and revenue budgeting and monitoring to ensure cost efficiency and accuracy
- Financial and time-planning software management
- Coordination with Human Resources for payroll and benefits management
- Documentation system adhering to standard accounting procedures
- Internal controls for handling funds with integrity
- Client contracts and grant agreements—formation and fulfillment
- Financial reporting to funders and taxing authorities; coordinate with external CPA as needed
- Other finance-related functions in coordination with other managers (banking, insurance, investments, etc.)
- Manage assistants and collaborate with administrative managers and Public Impact's co-presidents and senior leaders

QUALIFICATIONS:

- Bachelor's degree in finance, accounting or related field required.
- 3+ years' relevant experience in a financial management position.
- Knowledge of GAAP relevant for small, growing organization is essential.
- Proficiency in financial management software, including QuickBooks and alternatives for growing organizations.
- Demonstrated critical thinking skills.
- Ability to apply financial skills to a rapidly changing organization with flexibility, teamwork, and good cheer.
- Ability to handle multiple projects simultaneously.
- Communication skills to state complex ideas simply, both orally and in writing.
- Strong attention to planning steps logically and following through in detail.
- Highest levels of honesty and integrity are paramount.

LOCATION: Office in Chapel Hill, N.C. area with local work-from-home flexibility on some days.

PAY: Competitive with nonprofits and position readiness.

Please submit PI employment application, cover letter, resume, and 3 references to: hiring@publicimpact.com or mail to Hiring, Public Impact, 405A E. Main Street, Carrboro, NC 27510.

Public Impact is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.