

Coordinator, Team Finance & Facilities

Start Date: Immediate
Team: Finance and Facilities
Location: New Haven, CT

About Achievement First

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is "cool to be smart" that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at www.achievementfirst.org.

Summary

The primary role of this position is to support any and all functions of the Finance and Facilities teams to help these teams and team members serve the schools as well as possible. More specifically, this role is divided into two parts. The primary function of this role (about 75% of the time) involves providing specific support to the various teams within Finance and Facilities. This requires that the coordinator is cross-trained and can support areas like payroll, accounts payable, lender compliance, and audit support. The balance of the role (about 25% of the time) is ongoing direct support for our CFO in areas of calendar prioritization, personal organization, support for creating key deliverables such board materials, ad-hoc analysis, and performance management documents. This is an opportunity to work closely with some of the leading education reformers in the country while gaining insight about education reform within a top charter school management organization. The ideal candidate will possess exceptional multi-tasking abilities, excellent written and verbal communication skills, comfort with managing multi-part projects, analyzing data, and be extraordinarily self-directed.

Responsibilities of the Finance and Facilities Coordinator will include but are not limited to:

- Direct CFO Support
 - Provide overall coordination for team-wide calendar events and provide logistical support for these events (e.g., meals, arrangements, materials and supplies)

- Assist CFO with coordination for board meetings including but not limited to preparation and submission of board materials, which will require the use of Excel, Word, PowerPoint, and Google Docs.
 - Knowledge management for the team – being owner of team’s Many Minds site (AF intranet) so other teams can access our team’s information. Examples include posting of final Board Reports, Audits, Payroll FAQs, Training Materials, etc.
 - Providing documentation of key decisions and next steps during key meetings
 - Maintaining cross-team calendar for quarterly all-team training sessions, Talent Intensive Trainings, and other AF-led training sessions, drafting agendas, coordinating meeting preparation, sending out materials, and creating/analyzing satisfaction surveys as needed
 - Analysis and support related to org health and school surveys, and general project management for the annual performance management process
- Support for Facilities Team
 - Handling lender compliance requirements, including tracking lender requirements, coordinating the completion and delivery of all required documents from other team members and other teams, sending the required documents to lenders, keeping evidence of meeting the requirements, and maintaining excellent relationships with lenders
 - Real estate acquisition/approval assistance: Assist with tasks associated with the acquisition and financing of real estate (e.g., develop and send out notices to adjacent land owners of public meetings, lender due diligence requirements for underwriting)
 - Knowledge management for the team -- being the team’s Many Minds site owner, posting documents and ensuring information is accessible to our schools
- Accounting and Controller Support (reporting to Assistant Controller)
 - Credit card support: Managing usage, limits, and problem-solving associated with credit cards for AF and schools including running reports, monitoring compliance with reporting, facilitating temporary credit limit increases, solving problems with credit card company when cards are declined, etc.
 - Assigning new cards in Concur, adding new users and deactivating termed employees; replace with "monitoring compliance with fiscal policies"
 - Banking support: updating signature cards, opening and closing of accounts
 - Concur support: Serving as a joint administrator on Concur, our expense reimbursement and invoice platform
 - Additional support on AP, intercompany charges as needed
 - Pursue, collect and file supporting documentation for items requested by auditors and 990 preparers that are not available in electronic systems (for financial statement and 403b plan audits)
 - Ensure that auditors have access to all electronic systems both internal and state websites (update expired login information)
 - Assist with policy & procedure documentation
- Budgeting Support (reporting to Senior Director of Budgeting and Forecasting)
 - Assist with scheduling budget/forecasting meetings
 - Assist with adaptive data loads, pulls, analysis
 - Assist with preparation of budget-related board materials

- Payroll and Benefits
 - Special analysis projects
 - Support for intensive activities on the team (e.g., new hire entry for summer payrolls)
 - Intermittent support of payroll processing (acting as a sub if needed)
 - Support submission of property and casualty insurance application (worker's comp, unemployment, director's and officers, etc.) as needed

Skills and Characteristics

- Belief in the Achievement First mission and educational model
- Results-oriented and willing to do “whatever it takes”
- Flexible and able to thrive in a fast-paced, entrepreneurial environment – resourceful and independent thinker who can provide creative solutions to unique challenges
- Takes ownership of role and able to work autonomously yet able to take direction as needed
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Extremely organized and detail-oriented, able to manage multiple projects simultaneously and communicate realistic deadlines
- Strong time management
- Excellent written and verbal communication skills
- Highly motivated and capable of seeing projects through from beginning to end
- Comfort and agility with gathering and doing basic data analysis directly
- No bookkeeping experience needed – but comfort with quantitative analysis and data management necessary. Interest in growing your understanding of finance is essential
- Solid technical skills and experience with Microsoft Word, Excel, PowerPoint, and Google Docs – proven track record in learning new technologies quickly

Educational Background and Work Experience

- Bachelor's degree from a competitive college or university
- 1-3 + years relevant experience with a documented track record of success and demonstrated ability to project manage
- Experience in teaching or working in schools a plus.

Occasional weekend or evening work and some travel to our other offices and schools in Brooklyn, Stamford, Bridgeport, Hartford, and Providence required.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Send resume and cover letter to:

Tina DuBois
Associate, Team Finance
tinadubois@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.