

Associate, Finance

Start Date: Immediate
Team: Finance
Location: New Haven CT, Providence RI, Brooklyn NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 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 of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 14,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

Achievement First seeks an Associate who will assist in accounting, budgeting and forecasting for our academies, as well as the charter management organization. Reporting to the Associate Director of Finance, this person will play a pivotal role in providing accurate budget-to-actual reports for our schools and Network Support teams. This role will include communicating with AF's most senior leaders in both schools and at Network Support. This is an extraordinary opportunity for a detail driven financial professional to join a dynamic team and organization that is committed to achieving financial excellence at scale while simultaneously ensuring that every child has access to a great education.

Responsibilities of the role will include but are not limited to:

- Perform financial modeling and analysis to ensure the organization's financial health and its ability to achieve the goal of financial self-sufficiency on public funds.
- Assist with formulation of budgets and long range forecasts, including revenue and expense forecasting, budget development, balance sheet analysis and planning.
- Excellent working knowledge of our budgeting and forecasting software, Adaptive Planning, to produce monthly forecasts and annual budgets for our schools and network teams.
- Serve as a communication/service link between Team Finance and our schools, in a manner that provides needed support and service related to budgeting and forecasting.
- Perform specific duties in preparation for and during the annual budgeting process.
- Assist with initiatives that improve financial processes, specifically around budgeting and forecasting
- Manage and review all reclass entries that are sent to Team Finance on a weekly basis and ensure the requests being made are in compliance with GAAP prior to recording
- Fully manage Concur expense module (reporting, approving expense reports) and ensuring that credit cards are reconciled on a monthly basis which includes preparing reconciliations of unreconciled transactions and recording the expenses to the general ledger on a weekly basis.
- Other duties as assigned

Skills and Characteristics

- Incredibly strong project management and organizational skills. Able to keep track of upcoming, ongoing, and past work product and follow through on complete work products with no reminders necessary.

- Flexibility. Understands shifting priorities and deadlines and can juggle multiple and varied projects simultaneously.
- Attention to detail. Thinks critically about the details of a task at hand. Has an uncommon ability to catch errors at a glance and “sweats the small stuff” in planning and execution.
- Proactive and ambitious. Possesses an insatiable desire for answers and information, constantly researching and establishing new contacts and resources.
- Work Ethic. A determined individual willing to do “whatever it takes” and also shows maturity, humility, strong work ethic, sense of humor, and a “roll-up-my-sleeves” attitude.
- Communication with stakeholders. Excellent oral and written communication skills. Gears communications towards the target audience and employs negotiation and buy-in skills as needed. Audiences include candidates, school leaders, teachers, parents, vendors, and State compliance agencies.
- Data analysis. Intermediate to advanced Excel skills strongly preferred, including multi-function formulas and formatting techniques. Uses shortcuts to work quickly and efficiently.
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed.
- Ability to create and maintain systems that enhance organizational efficiency.
- Openness to feedback and ability to adjust accordingly.
- Strong written and oral communication skills.
- Strong computer skills (MS Excel, Word, Outlook, GoogleApps, internet research, etc.).
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- 1-3 years’ experience in finance, with demonstrable skill in budgeting, forecasting and financial modeling
- Bachelor’s degree (business, accounting, finance, or public administration highly desirable)
- Experience with leading non-profit accounting and finance systems (Adaptive Planning, SAGE/MIP accounting system and/or Raiser’s Edge preferred) or comparable for-profit systems (Oracle, JDEdwards, SAP, Hyperion Essbase) preferred

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:

Devin Devanney
DevinDevanney@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/>.