

## Vice President Financial Operations

**Start Date:** Immediately

**Team:** Finance

**Location:** New Haven, CT, Brooklyn, NY, or Providence, RI (remote during COVID)

### About Achievement First

Achievement First serves more than 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. 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. For more information about the Achievement First mission, model, our schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### The Opportunity

The Vice President will work closely with the Interim CFO and the senior finance leadership team at AF to ensure effective and efficient financial operations including payroll, accounts payable, procurement. As a customer focused leader this role serves as the representative of the entire Finance department for internal stakeholders and is responsible for ensuring an exceptional customer experience while adhering to defined policies, procedures and regulations. This role is critical to the sustainable growth of AF and looks for efficiencies to leverage economies of scale and streamline processes. Responsibilities include utilizing a high level of project management, financial understanding and customer service skills to manage multiple initiatives and employees in a manner that meets defined organizational goals. Additionally responsible for developing goals and providing supervision and oversight for direct and indirect reports aligned to those goals.

### Major Duties and Responsibilities include but are not limited to:

#### Payroll (25%)

- Supervise the personnel and functions of the payroll team including the annual goal setting and performance management processes and systems.
- Responsible for overall strategy and execution of payroll functions throughout the organization.
- Work collaboratively with other teams and school sites to ensure all employees are paid accurately and on time.

**Accounts Payable (25%)**

- Responsible for overall strategy and execution of accounts payable functions.
- Analyze data to ensure payment timeframes are met and troubleshoot payment issues.

**Procurement (25%)**

- Lead the procurement process and develop strategies to leverage economies of scale aligned to school/NS needs.
- Provide leadership on setting procurement processes and collaborate with other teams and school sites to ensure consistency in process application.

**Customer Experience (25%)**

- Ensure Finance is providing an exceptional customer experience to all employees.
- Analyze data to ensure employee issues are resolved appropriately and mitigated in the future.
- Provide direct customer support for escalated scenarios.

**Desired Experience and Educational Background**

- Education: Bachelor's Degree (B.A., B.S., B.S.N, etc.) required; Advanced degree highly preferred.
- 7+ years relevant work experience such as payroll, AP, procurement, back office, customer experience, project management etc.
- Demonstrated ability to lead and manage a team of operations and customer service employees.
- Proven experience in managing multiple work areas and diverse teams to meet defined goals.
- Experience in a service oriented transactional environment.
- Experience managing complex projects with multiple deadlines.
- Ability to be lead change and manage a team.
- Ability to communicate with members across the organization and collaborate to problem solve and develop solutions.
- Understanding of accounting or bill pay software.
- Excellent critical-thinking skills.
- Ability to build trusting relationships with various stakeholders.
- Knowledge of payroll, accounts payable, procurement/purchasing.
- You are vaccinated against COVID-19 (see more below for policy details).

**Compensation**

Salary is competitive and commensurate with experience.

**To Apply**

Apply by completing [our online application form linked here](#).

*Research shows that while men apply to jobs when they meet about 60% of job criteria, women and other marginalized groups tend to apply only when they check every box. So if you think you have what it takes, but you're not sure that you check every box, we still want to hear from you.*

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

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.