

Director of Budgeting and Forecasting

Start Date: Immediate

Team: Finance

Location: Brooklyn, NY

About Achievement First:

Achievement First (AF) exists to address the legacy of racism in education in America. The mission of AF is to deliver on the promise of equal educational opportunity for all children, as we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First, a non-profit 501(c)3 charter school management organization, operates 41 public charter schools in New York, Connecticut, and Rhode Island. Achievement First currently serves more than 15,000 students in historically underserved communities, 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 a Director of Budgeting and Forecasting whose primary focus will be to create, balance and maintain all school budgets. Additionally this role is responsible for supporting the creation and maintenance of Network Support team budgets. Reporting and review requirements include flagging issues, preparing Board reports and completing required monthly tasks. This role also provides training and support for budget owners on use of the budgeting software Adaptive Planning. The right candidate is highly organized, experienced with budgeting and collaboration, and a self-starter who is also eager to learn and gain experience within a dynamic and fast-moving team.

Responsibilities of the Director of Budgeting and Forecasting will include but are not limited to:

- Prepare annual budget model with for all schools and summarize regional needs to include ESSER grant awards by charter
- Hold meetings with Regional Superintendents and Regional Directors of Operations, among others to determine enrollment for the next fiscal year
- Conduct budget/forecast analysis for each school/team for any items that are trending off from budget and communicate with owners as needed
- Prepare quarterly Board reports
- Release monthly forecasts to budget owners flagging due dates and critical information
- Hold budget meetings with budget owners to review process, answer questions, and ensure team is on track to balance budget for Board approvals
- Oversee annual Adaptive Planning budget data loading process
- Provide 1:1 office hour training for budget owners to learn about the process and how to use Adaptive Planning
- Prepare reporting on the budget vs. forecast variance for both outside teams (KPI, CEO) and internal (VP)
- Manage two associate-level direct reports who support budgeting and forecasting work at the organization level
- Build relationships with stakeholders to better understand needs
- Other duties as assigned

Skills and Characteristics

- Experience with a wide range of accounting standard practices
- Understanding of KPIs and financial metrics
- Knowledge of budgeting, forecasting, and accounting standard procedures
- Knowledge of Adaptive Planning preferred
- Google Suite/MS 365 proficient; MS Excel advanced
- Strong data analytics skills and ability to communicate data effectively to others
- Excellent problem-solving skills
- Exceptional written and oral communications skills
- Excellent organizational and multi-tasking skills; able to manage multiple projects at the same time
- Deadline-oriented, comfortable operating with urgency while maintaining an attention to detail and quality
- Project management skills
- Ability to work effectively both independently and as a member of a team
- Highly motivated and self-directed; capable of seeing projects through from beginning to end
- Adaptable and flexible; able to work with shifting priorities
- Demonstrated ability to meet deadlines and balance competing priorities
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- Bachelor’s degree in finance, accounting or related field
- 5+ years of experience in a similar role, overseeing an entire budget preparation/forecasting process

Compensation

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

To Apply

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

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.