



Foundation CFO Job Description

- Collaborate with the Board to create a full operating P&L budget including fundraising for events and activities
- Perform month-end close to tie out all revenue and expense line items
- Produce month-end financial packages and present to the Board
- Manage expense reimbursement for parent volunteers and vendor payment
- Manage ongoing service vendors including insurance, website, and email subscriptions
- Coordinate with CPA to file annual non-profit return
- Keep detailed records and transactions for audit and reporting

Ideal candidates should have professional experience doing FP&A, Corporate Finance, or Accounting