JOB DESCRIPTION

Position: **Fractional CFO**
Position Type: **Contractor**
Time Commitment: **20-30 hours/month**
Reports to: **Interim Co-CEO's**

Position Summary: Working Credit seeks a Fractional Chief Financial Officer (CFO) to provide strategic financial leadership to a growing ~$2.5M nonprofit, supporting long-term sustainability and informed decision-making. This role oversees forecasting, cash management, and board-facing financial reporting, translating complex financial data into clear insights for leadership and the Board. The Fractional CFO partners closely with the Co-CEOs, staff, and outsourced accounting to strengthen financial systems, reduce revenue concentration risk, and support growth in unrestricted and earned income. This is a CFO-level advisory role focused on strategy and oversight, not day-to-day bookkeeping.

Primary Objectives

1. Provide **CFO-level strategic financial leadership** to support Working Credit's growth, sustainability, and long-term strategy.
2. Strengthen **forecasting, cash visibility, and financial decision-making** for leadership and the Board.
3. Reduce **revenue concentration risk** and support growth in unrestricted and earned income.
4. Build scalable **financial systems, policies, and dashboards** that connect revenue, expenses, and cash.
5. Serve as a trusted **thought partner to the Co-CEOs**, Finance Committee, and senior staff.

Key Responsibilities:

1. **Financial Oversight & Monthly Close**

   - Oversee the outsourced accounting firm's monthly close and financial statements.
   - Review and validate key accounting judgments (accruals, allocations, restricted revenue).
   - Ensure timely, accurate, and decision-ready monthly financial reporting.

2. **Forecasting & Cash Management**

   - Own and maintain monthly P&L and cash flow forecasts.
   - Pressure-test revenue assumptions using fundraising and earned-income pipelines.
   - Monitor cash runway and proactively identify financial risks and decision points.

3. **Internal Financial Leadership**

   - Lead a monthly internal finance meeting with the Co-CEOs and Director of Operations.
   - Review actuals vs. budget, forecast updates, and cash position.

- Flag emerging trends, risks, and recommended actions for leadership.

4. **Board & Finance Committee Engagement**

   - Prepare quarterly Finance Committee and Board financial materials, including dashboards and narrative analysis.
   - Present financial updates and forecasts; answer questions and advise on tradeoffs.
   - Serve as the primary financial advisor to the Board on risk and sustainability.

5. **Audit & Compliance Oversight**

   - Oversee the annual audit process at a strategic level.
   - Coordinate timelines, requests, and auditor questions with staff and outsourced accounting.
   - Ensure clear communication of audit results and findings to the Board.

6. **Financial Systems, Policies & Build-Outs**

   - Develop and recommend reserve and treasury policies, including cash management guidelines.
   - Improve and simplify forecasting models and financial dashboards.
   - Support Salesforce–finance integration to improve revenue and cash forecasting.
   - Recommend policy-driven approaches to restricted revenue release.

7. **Revenue & Earned Income Strategy Support**

   - Advise on earned-income pricing, unit economics, and margin analysis.
   - Support strategies to diversify revenue and grow unrestricted funding.
   - Provide financial guidance on complex grant and contract budgets.

8. **Process & Control Improvements**
   - Identify targeted opportunities to improve efficiency, forecasting accuracy, and internal controls.
   - Strengthen financial hand-offs between Development, Operations, outsourced accounting, and leadership.

Essential Knowledge, Skills, and Experience

- 7-10+ years in nonprofit finance leadership (CFO, VP Finance, or senior Director of Finance) for organizations with around a $2M-$10M range.
- Direct experience with
  - Restricted grants and multi-year awards
  - Designing and overseeing cash flow forecasts
  - Working with outsourced accounting firms and internal operational staff
  - Presenting to and fielding questions from Finance Committees and boards
- Strong command of QuickBooks online
- Strong cash flow modeling skills and comfort with scenario planning for current fiscal year
- Solid understanding of restricted vs unrestricted net assets and how to manage/communicate them.
- Advanced Excel/Google Sheets skills (able to operate and improve an existing forecast model)

- Ability to **translate Salesforce pipeline data** or similar CRM data into revenue and cash forecasts.

Salary Range: $100/hour

To Apply: To respond to this opportunity, please email your resume and cover letter to: hr@workingcredit.org.

We encourage individuals from traditionally underrepresented communities to apply. Working Credit does not discriminate based on race, color, religious creed, sex, gender, age, or any other basis prohibited by law.