



CORO - DIRECTOR OF FINANCE AND OPERATIONS

[Coro Northern California](#) believes we need more people in our society who can work collaboratively and lead across differences. While our current political climate and technology allow us to remain easily isolated in echo chambers that reflect our opinions and perspectives, the challenges we face in our neighborhoods, organizations, and communities cannot be solved in isolation.

Coro's mission is to train, support, and connect leaders to foster a thriving democracy and tackle society's biggest challenges together. Our work equips people with the skills, knowledge, and networks to collaborate and accelerate positive change wherever they are. We are uniquely positioned to forge connections and collaboration as a nonpartisan nonprofit with almost 80 years of experience providing leadership development training for everyone from high school students to senior executives. Our culture is social impact organization meets start-up. We've tripled our staff and budget in the last couple of years, and we're looking for someone with a passion for growing social impact organizations to build our finance and operations team.

Position Overview

The Director of Finance and Operations supports the administrative, bookkeeping, and financial operations of the organization. The Director of Finance and Operations reports to the Chief Executive Officer and is part of the organization's leadership team.

Key Leadership Roles and Responsibilities

Finances

- Manage all internal financial processes and maintain financial records.
- Continually evaluate and develop internal policies related to financial management.
- In partnership with the CEO, take a proactive role in strategy and management of the organization's finances, assisting with forecasting and active management of cash availability.

Audit and Taxes

- Oversee document preparation and logistics for organization's annual audit with an outsourced accounting firm.

- Support annual financial audit and city contract monitoring visits, including coordination and preparation of documents for audit and monitoring visits; and the filing of all necessary documents to the IRS.
- Annual Form 990 review: complete tax optimizer workbook and submit to auditor.
- Manage information and submissions related to federal, state, and local tax filings and business registrations.

Accounting

- Implement and strengthen routine systems for invoicing, accounts payable and accounts receivable, bank reconciliation, and produce monthly and annual financial reports for review.
- Oversee organization's accounts payable, receivable, petty cash, payroll, banking, and investments.
- Administer accounts payable to coordinate payment of bills, including ensuring proper documentation and coding.
- Administer accounts receivable to collect checks for deposit; process and send deposits to the bank, submit paperwork for review. Track and pursue outstanding invoices, attach to payment when check is received.

Contracts, Invoicing and Reporting

- Work with the CEO and VP of Programs to administer all contracts and grants; prepare reports and reimbursement (invoice) requests for all grants and contracts.
- Prepare monthly financial reports.
- Maintain communication with partner contract managers and subcontractors/collaborative partners.
- Assist with annual contracting processes for Coro Fellows and program partners.

Budget

- Participate in the formulation of an annual budget through meetings and discussions with the Chief Executive Officer and other team members. Work with the Team to develop budgets for new programs and opportunities.
- Provide timely reports, and monitor and update budget as necessary.

Administration and Personnel



- Manage and administer payroll, HR and medical, health, dental and vision insurance services via Coro's professional employment organization, TriNet.
- Manage and administer organizational insurance requirements, including liability with independent insurance providers and workers' compensation administration through TriNet.
- Manage and schedule all HR related yearly trainings and annual calendar for staff in collaboration with TriNet.
- Support the management of 403b contributions and maintain staff contributions and update changes.
- Serve as liaison to bank, credit card, and PEO companies for any questions and clarifications.
- Support the management and continuous improvement of the organization's data management system (Salesforce) and document management system (DropBox).
- Manage all aspects of office infrastructure and operations, including office space leases and maintenance, supplies and materials, and technology, as well as any future searches for new office space that may be required, and the associated process of moving offices if needed.
- Manage the organization's cybersecurity protocols, collaborating with the Finance Committee to implement recommendations to enhance cybersecurity. Implement measures with staff and ensure compliance is achieved.

Organizational Support

- Work with Chief of Staff to coordinate administrative steps of the hiring process for new team members.
- Serve as primary staff for the Treasurer and the Finance Committee of the Coro Northern California Board of Directors, including preparation of financial reports and summaries for presentation to the Board of Directors.
- Provide occasional support to the CEO in day-to-day activities related to operational and administrative needs, such as preparing expense reports.
- Oversee special projects as needed and collaborate with members of the broader Coro team in other activities related to the overall achievement of organization-wide goals.

Experience, Skills, and Competencies

- Strong attention to detail and sense of organization.



- 8-10+ years of experience working in finance and operations, ideally in the nonprofit sector, but will definitely consider "hybrid professionals" coming from the private sector or government.
- Ability to multitask effectively while working on multiple projects.
- High level of maturity, poise, and professionalism.
- Outstanding interpersonal skills, and ability to manage relationships, including with external partners and vendors.
- Self-starter with demonstrated ability to initiate, plan, and execute projects.
- Flexible and adaptable style.
- Self-awareness and sense of humor.
- Familiarity with Coro's programs and interest in Coro's mission.
- Strong familiarity and facility with Expensify, Quickbooks Online, Google Docs, and Salesforce.

The role is 80% FTE with a competitive salary plus benefits, including health, dental, vision, 403b match and generous and flexible PTO policy. This role is based in the Bay Area and offers a flexible hybrid work schedule. You can check out our team [here](#).

Coro is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the LGBTQ+ communities.

To apply, please send a cover email, including a link to your LinkedIn profile, and your resume to jobs@coronorcal.org. Please use the subject line: "Coro Director of Finance and Operations: [Your Name]."