



# Working Solutions

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**Position:** Chief Financial Officer (CFO)  
**Reports to:** CEO  
**Department:** Finance  
**Location:** Headquartered in San Francisco, CA (remote work possible)  
**Position type:** Full-time, Exempt  
**Start Date:** October 1, 2021

Working Solutions ([www.workingsolutions.org](http://www.workingsolutions.org)) is a certified, nonprofit Community Development Financial Institution (CDFI) that supports San Francisco Bay Area entrepreneurs to start and grow thriving local businesses. Working Solutions is the *First to Believe* in start-up and early-stage businesses by providing diverse entrepreneurs with affordable capital, customized business consulting, and community connections to increase economic opportunity in the San Francisco Bay Area. We make loans of \$5,000 to \$50,000, administer small business grant programs, and provide up to five years of free, post-loan business consulting in conjunction with every loan. Our priority populations are lower-income individuals, women, and entrepreneurs of color. Working Solutions has invested over \$33 million in loans and grants in local small businesses, and we have educated thousands of entrepreneurs, resulting in more than 5,000 local jobs. Working Solutions has a growing team of 20 full-time employees with headquarters in San Francisco and remote staff.

## Position Overview

The CFO has oversight of the following functional areas: 1) nonprofit accounting; 2) financial management, including financial controls, budgeting, financial planning and analysis, and 3) debt, cash, and portfolio management. The CFO is responsible for creating and executing Working Solutions' financial strategy, working in close collaboration with the Chief Development Officer (CDO) and Chief Executive Officer (CEO). The CFO is a member of the Leadership Team and participates in strategic and organizational planning. The CFO is also responsible for the management of the Finance and Portfolio Management teams. The CFO works closely with the Finance Committee and the Treasurer of the Board of Directors. S/he will have confidence managing multiple projects and deadlines and strong communication skills.

## Key Duties

- Oversee the audit process, tax function, and general nonprofit accounting operations, including maintaining and establishing (as needed) policies, procedures, and internal controls.
- Prepare monthly financial statements and financial management reports, including analysis of operating results, key performance indicators, and financial forecasting.
- Manage the annual operating budget process and develop annual budget and multi-year financial projections in close coordination with CDO and CEO.
- Oversee treasury management, including bank administration and managing operating and loan fund cash.
- Oversee debt management, including asset-liability matching, interest rate risk, and negotiating and managing financial covenants.
- Responsible for portfolio management team, including loan servicing, ongoing portfolio risk assessment, and calculation of allowance for loan loss.
- Optimize debt and grant capital to support financing and operations strategies through close coordination with the CDO and CEO.
- Support Capitalization Team with corporate compliance, including charitable registrations, maintenance of tax-exempt status, and other state and federal regulations.



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### **Qualifications**

- Bachelor's Degree or 15+ years of work experience in lieu of degree required; Graduate Degree preferred.
- 10+ years of professional experience in nonprofit accounting, financial management, or investment banking required.
- 7-10 years in a supervisory or managerial capacity required.
- Experience with nonprofit finance and in the Community Development Financial Institution (CDFI) industry highly preferred.
- Experience with lending, entrepreneurship, microfinance, social enterprise, program development and evaluation, and/or small business a plus.
- Strong writing, financial, and analytical experience required.
- Strong oral presentation, communication, and negotiating skills required.
- Experience in corporate finance including asset-liability management, cash flow management, interest rate management, asset and enterprise valuation, and budgeting required.
- Experience with cash management and investment management required.
- Experience in raising capital from institutional investors, foundations, and financial institutions.
- Demonstrated experience in creating and assessing financial models and financial statements and budget documents.
- Strong interpersonal skills and a high degree of self-awareness with a flexible growth mindset will support a strong culture fit.

### **Salary Commensurate with Experience**

**Excellent Benefits:** Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

**Application Deadline:** Open until filled. Preferred start date of October 1, 2021 (start of new fiscal year).

Please email resume and cover letter with the subject line "CFO" to [jobs@workingsolutions.org](mailto:jobs@workingsolutions.org).

*No phone calls please.*

Working Solutions is an Equal Opportunity Employer.