



Prison University Project
Job Description
November 2018

Director of Finance

Full time (1 FTE), salary and benefits
San Rafael, CA

Position Overview:

The mission of the Prison University Project is to provide excellent higher education to people incarcerated at San Quentin State Prison, to support increased access to higher education for incarcerated people, and to stimulate public awareness about higher education access and criminal justice.

The Prison University Project is currently in a period of tremendous growth. After two decades of supporting the San Quentin College Program as an extension site, we are now seeking accreditation as an independent college. For this reason, applicants with knowledge of higher education financial management are preferred for this position. We are seeking a highly motivated team player who is excited about the prospect of supporting a well-established organization as it moves to a substantially new level.

Reporting to the Executive Director, the Director of Finance is responsible for managing the financial functions of the organization. The ideal candidate will have exceptional fiscal and process management skills, and knowledge of non-profit and fund accounting. He or she will also have at least seven years of accounting experience and be a systems-oriented thinker who is experienced and adept at strategy, financial projections, and data analysis.

The Director of Finance will play a critical role in partnering with the senior leadership team in strategic decision-making. In addition, he or she must have excellent written and oral

communication skills and a keen interest in the Prison University Project's mission. This is a full-time, salaried position with benefits. This position will have 1.5 direct reports; this is likely to increase over time.

Job Duties Include:

- Serve as a member of the Executive Team, which is the senior management team and decision-making body of the organization.
- Work with the Executive Director, Executive Staff, and Board of Directors to develop the organizational budget.
- With direct report, oversee and manage external accounting vendor.
- With direct report, execute all finance and accounting operations including but not limited to leading the annual budgeting process, monthly and quarterly projection process, restricted grant management and reporting, expense tracking, cash management, budget to actual board reporting and the annual audit.
- Produce internal financial management reports, including key financial metrics and regular program and department reporting, and help manage all internal communications regarding financial results.
- With direct report, lead the internal data gathering for the outsourced annual tax filings for the IRS (Form 990) and California (Form 199).
- Oversee a system of policies, internal controls, accounting standards, and procedures and educate and assist team with the stated policies.
- Conduct ad hoc financial analysis as required and complete ad hoc projects as needed
- Present regular financial reports to the Board of Directors at Board and Financial Committee meetings.

Key Success Factors:

- BS/BA required, with major in Business, Accounting, or related field, or with corresponding certification(s). CPA or MBA/MPA degree preferred.
- Well-established accounting, forecasting, budgeting, and higher education financial management skills
- Outstanding verbal and written communication skills, with consistent attention to detail, clarity, and organization

- Capacity to work effectively, diplomatically, and sensitively with a wide range of constituents, partners, and stakeholders
- Strong staff management skills and experience
- Expert knowledge of current and evolving trends and best practices in nonprofit accounting
- Strong time management and multitasking skills
- Competence with Mac OS computers and expertise in Microsoft Office, including Word, Excel, PowerPoint, etc.
- Experience with accounting software; knowledge of Salesforce a plus
- Available to work some nights and weekends as required by the position

Compensation:

Salary range is \$85,000-\$100,000 with flexible hours and negotiable FTE. PUP provides competitive benefits, including health, dental, and vision insurance. Vacation and holiday pay. Employees may also participate in a retirement plan.

Statement of Non-Discrimination:

In keeping with our beliefs and goals, the Prison University Project strongly encourages applications from all qualified individuals including people of color, persons with disabilities, ethnic and religious minorities, and lesbian, gay, bisexual, transgender and gender non-conforming individuals. No employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/ domestic partner status, sexual orientation, gender identity, disability status, or veteran status.

How to Apply:

Please submit your resume and cover letter to hire@prisonuniversityproject.org with “Director of Finance” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.