

CRITERION INSTITUTE

Organization Description:

Criterion Institute is the leading think tank focused on using finance as a tool for social change. We work with social change-makers across the globe to demystify finance and equip them with the knowledge and skills to engage with and shift financial systems. We also work with financial actors, supporting them with tools and resources to better incorporate data on social issues, with close attention to gender patterns, into the structures, processes and analysis of their investment strategies. We are working towards a future where the power of our financial systems is widely used for social good.

Our work is informed by our values of grace, hospitality and the power of invitation. Culturally, Criterion Institute is a collaborative, inquisitive and fast-paced place to work. Team members might spend one day connecting with leaders of capital markets in Asia, and the next day facilitating a meeting of community organizers in Milwaukee. We work across a breadth of sectors, industries and geographies all focused on finance as a tool for social change.

As has been the case for seventeen years, the Criterion team works in a virtual office environment – from home offices or urban hubs. All Criterion staff members are provided with sufficient equipment to set up a home office and are expected to work collaboratively and independently.

Position Description:

Criterion Institute seeks a Finance Manager to oversee budgeting and fiscal functions, policies and procedures for Criterion Institute, manage contracts and grants, and provide operational support. This is a high responsibility, fast-paced position that requires nonprofit financial management experience and attention to detail. Criterion is in a period of growth and the ability to anticipate and to manage the financial implications of that growth is the core of this position. This position will report to the Director of Programs and work closely with a growing team to help lead Criterion Institute.

Key Job Responsibilities

- Oversee the day-to-day management of accounting and bookkeeping for the organization including accounts payable and receivable, invoicing, banking, and payroll and benefits administration
- Manage financial reporting, cash flow analysis and yearly budgeting process. Provide monthly financial reporting and analysis of financial statements, including statement of activities, fund balance, and sources/uses of funds to Criterion leadership and, as requested, to the Board of Directors
- Working with Criterion leadership, co-create and manage all aspects of the organization's financial management, planning, reporting and analysis and setting annual budgets that guide organizational priorities and decision-making
- Create budgets and manage administrative and financial components of contracts with funders. Track reporting deadlines and necessary paperwork
- Interface with CPA firm to coordinate annual financial audits and oversee 990 reports

- Manage all aspects of vendor and consultant relationships including telephone and internet services, printing and shipping, contract development and renewals, and documentation and knowledge management.
- Develop and maintain a system of policies, internal controls, accounting standards and procedures and educate and assist staff with the stated policies
- Ensure compliance with standards and reporting requirements of external stakeholders, including government agencies, funders, auditors, donors, foundations and other relevant entities

Qualifications:

- 4-6 years' related experience required
- Expert knowledge in Accounting Principles and Financial Accounting Standards
- Educational background in finance or accounting
- Excellent organizational, interpersonal, oral and written communications skills and an acute attention to detail
- Strong planning and project managements skills, including the ability to anticipate tasks, set priorities, engage team members, meet deadlines and function smoothly under strict deadlines and shifting priorities
- Experience working in a remote environment preferred
- Strong team player who also works well independently
- Ease with technology and expert user knowledge of Quickbooks, Salesforce, and Microsoft Office 365. Experience with SharePoint preferred.
- Clear ambition and eagerness to perform at a high level – willing to take on challenges and navigate through ambiguity to get to insights
- Experience working with an organization that works internationally preferred

How to Apply:

Send resume and cover letter expressing your interest in our mission to info@criterioninstitute.org.

Inquiries without a cover letter that demonstrates a knowledge of our mission and a clear statement of how our mission aligns with your goals will not be considered.

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