



# PUBLIC JUSTICE

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## IMPACT. CHANGE.

National Headquarters 1620 L Street NW Suite 630 Washington, D.C. 20036  
West Coast Office 555 Twelfth Street Suite 1230 Oakland, CA 94607

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### **JOB ANNOUNCEMENT**

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**Please post and inform potential applicants.**

November 2017

### **PART-TIME CHIEF FINANCIAL OFFICER WASHINGTON, D.C.**

**Public Justice** is a national public interest organization dedicated to pursuing high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. It seeks to hire a part-time Chief Financial Officer. The CFO will be the strategic financial contact of the organization and should have experience working in a fast-paced, ever changing, service-oriented environment. The CFO must be able to manage financial responsibilities of the organization with a focus on communicating the results to management and the Board of Directors. The position is open immediately in our Washington, D.C. headquarters. The hours are flexible, totaling approximately 1 to 4 work days each month. Remote working arrangements are possible.

The position will report directly to the Deputy Director of the organization. This is considered a "hands-on" role and will be critical in formalizing business processes and in streamlining the accounting and budgeting functions. The position will require strong organization skills and an ability to be a strategic thinker while being cognizant of current and future business opportunities for the organization.

Responsibilities include, but are not limited to:

- Establish and implement strong systems and processes to ensure efficient and timely execution of finance and accounting functions;
- Manage the part-time Controller's priorities and financial reporting deadlines;
- Monitor cash position;
- Final approval of the monthly closing process and documentation;
- Prepare the quarterly financial report to the Board of Directors;
- Support grants program with financial reporting as needed;
- Approve all month-end related reconciliations and journal entries as needed;
- Approve expense coding for accounts payable as needed;
- Approve revenue coding for contributions/pledges received as needed;
- Review and approve monthly financial reports for management;
- Assure preparedness for the annual financial audit work activities;
- Supervise the annual budget process;
- Review and approve the annual 990 workbooks for the tax CPA;
- Review the draft audit reports and 990 filing;
- Ensure timely filing of government forms and reports to maintain nonprofit and corporate status;

- Support and advise Executive Director and Deputy Director in financial decision making; and
- Other projects assigned to support the growth of the organization.

**QUALIFICATIONS**

- Specific knowledge of generally accepted accounting principles for nonprofit organizations
- 3-5 years of experience in nonprofit or related industries
- CPA/MBA preferred or equivalent experience

**OTHER REQUIREMENTS**

- Team player with strong communications skills
- Demonstrated ability to work in a fast-paced environment; self-motivated and detail oriented
- Commitment to maintain the highest level of integrity for the organization
- Demonstrated ability to work cooperatively across all levels of an organization
- Demonstrated ability to build confidence and trust in a financial organization

**SOFTWARE**

QuickBooks, Excel, Microsoft Office

Hourly rate negotiable. Diversity valued. Applications invited without regard to race, gender, national origin, sexual orientation, age, or disability. Please send your cover letter, resume, and references to [vni@publicjustice.net](mailto:vni@publicjustice.net). Applications will be considered on a rolling basis. For more information, please visit our website at [www.publicjustice.net](http://www.publicjustice.net).