Chief Financial Officer

Reports to: President
Location: Remote, US Work Authorization Required
Status: Full-Time
Salary: $110K - $120K Annual
Travel: Approximately 5-10% travel

About PCI Media
A NY-based nonprofit, PCI Media empowers global change through storytelling and community. We value the right of every person to live a self-determined life on a healthy planet.

Working with communities we produce creative media and communications to create a healthier, more sustainable, and just world. Grounded in the principles of Social and Behavior Change Communication (SBCC), our work promotes “love, not loss,” focusing on the power of aspirational narrative for positive change. With our partners around the world, we’ve produced more than 150 story-based communications and media, reaching more than 2 billion people in over 70 countries. For more information visit [www.pcimedia.org](http://www.pcimedia.org).

About the Position
The Chief Financial Officer is a calm and composed leader with meticulous attention to detail. They delve into the minutiae, leaving no stone unturned when it comes to ensuring accuracy and precision. Their calm and composed presence even in high-pressure situations allows them to approach tasks with ease and clarity. This person would thrive in an environment that values precision, creative thinking, and can work effectively with a team to maintain internal controls and compliance with a range of funders. They have the ability to navigate diverse cultures and are excited to work with a growing nonprofit.

The CFO plays a crucial role in overseeing the financial health and sustainability of our organization and is a strategic financial leader with a passion for making a positive impact on society. If you are a results-oriented finance leader with the acumen to collaborate across functions, engage stakeholders, and embrace change, we encourage you to apply for this pivotal role in our growing organization.
The team connects daily using Microsoft Office 365 and other platforms. Candidates for this position can be based anywhere within the United States, with consideration of the organization’s East Coast working hours.

**Primary Responsibilities:**

**Team Leadership**

- As a member of the Leadership Team, serve as an organizational leader, informing organizational priorities and strategies
- Provide strategic recommendations to the President and FAI Committee concerning opportunities and financial risk as the business and business conditions evolve.
- Supervise Director of Operations
- Collaborate with other PCI personnel to ensure effective financial integration and alignment across the organization.

**Financial Management and Administration**

- Financial Strategy: Develop and execute the organization's financial strategy aligned with its mission, goals, and values.
- Budgeting and Forecasting: Lead the budgeting process, including the preparation, analysis, and monitoring of budgets and financial forecasts.
- Financial Reporting: Prepare accurate and timely financial reports, including monthly, quarterly, and annual statements for the Board of Directors, donors, funding agencies and other stakeholders.
- Financial Analysis: Conduct comprehensive financial analysis, identify trends, and provide actionable recommendations to support decision-making and improve financial performance.
- Cash Flow Management: Implement effective cash flow management strategies to ensure adequate liquidity and optimize the use of resources.
- Manage administration of payroll, employee benefits and compliance

**Compliance and Tax Filings**

- Risk Management: Develop and implement financial controls, policies, and procedures to minimize financial risk and ensure compliance with legal and regulatory requirements
- Grant Management: Oversee the financial aspects of grant applications, reporting, and compliance, ensuring accurate financial tracking and accountability
- Investment Management: Manage the organization’s investment portfolio in coordination with PCI’s Finance, Audit and Investment Committee.
• Insurance Policy Management: Work with insurance brokers to review and update insurance policies to ensure adequate coverage
• External Relations: Represent the organization to external stakeholders, including vendors, financial institutions, auditors, government agencies, and donors
• Annual Audit: Lead the annual audit process

Qualifications
• Bachelor’s degree in finance, accounting, or a related field. A master’s degree or CPA qualification is highly desirable
• 7-10 years as a CFO, Finance Director, or in a senior financial leadership role, preferably within the nonprofit sector
• Strong financial management skills, including budgeting, forecasting, financial analysis, and reporting. Experience with FE NXT and QBO software a plus.
• Comprehensive knowledge of GAAP accounting principles and regulations, as well as nonprofit financial standards and compliance
• Demonstrated ability to develop and implement financial strategies that drive organizational growth and sustainability
• Excellent leadership and team management skills, with the ability to inspire and motivate others
• Exceptional analytical and problem-solving abilities, with a detail-oriented and strategic mindset
• Effective communication and interpersonal skills, with the ability to build relationships with diverse stakeholders
• Experience in grant management, fund accounting, and working with government contracts is a plus
• Passion for the mission and values of the nonprofit sector

Benefits
Comprehensive benefits package includes competitive compensation, healthcare coverage (medical, dental, vision, life and disability), generous paid time off, retirement plan, and more!

How to Apply
Applications are reviewed on a rolling basis. E-mail jobs@pcimedia.org with your resume and desired start date. The subject line of the email should be "Chief Financial Officer, Your Name."