



Chief Financial Officer

Southern Education Foundation, Inc. (SEF), located in Atlanta, Georgia seeks an outstanding candidate to fill our Chief Financial Officer position. Since 1867, SEF has made substantial contributions to improving education at all levels, from birth through higher education. SEF works to improve educational opportunity, fair access, and just learning outcomes for students, particularly those who have been systematically underserved. Research, policy analysis, advocacy, leadership development, and technical assistance are the primary means through which SEF pursues its mission.

The candidate will be someone committed to the belief that education is the vehicle by which all students have access and opportunities for fair chances to develop their talents and attain goal success. The Chief Financial Officer should possess a solid understanding of all aspects of Generally Accepted Accounting Principles (GAAP), fund accounting, and endowed/restricted funds.

This position reports to the Chief Executive Officer (CEO). To learn more, please visit www.southerneducation.org.

The Opportunity:

This leadership role calls for excellent financial acumen and communications skills, as well as a demonstrated commitment to cultures of collaboration, partnership, and team building. Key responsibilities for the Chief Financial Officer (CFO) include maintaining SEF's financial strength, supporting the CEO key strategic initiatives, and new partner engagement. The CFO will represent SEF values and efforts to partners, philanthropic organizations, and the general public. The CFO will provide leadership and support through supervision, project, and budget management. To be successful, s/he must be a team player and a proactive manager of processes and people and exhibit emotionally intelligent leadership.

Typical Duties and Responsibilities:

The CFO will provide organizational leadership and oversight in the following areas:

Financial Management:

- Provides financial leadership, oversight, a high level of business acumen, and support to the CEO and the leadership team
- Oversight of all financial accounting, creation and review of all financial statements, and assist in strategic planning that aligns with organizational goals
- Prepare and present detailed financial reports to the Board of Trustees and executive leadership
- Attend and lead, when required, the Investment Committee meetings and submit the minutes for approval
- Minimize all categories of risk; operational, entity-level, financial, compliance, and environmental
- Maintains strong internal controls and suggests process improvements when required
- Manage cashflow, cost containment, and liquidity forecasting
- Oversees accounts payable, accounts receivable, payroll, the general ledger and all reconciliations
- Oversees annual budget creation, review, completion, and final presentation to the Board of Trustees for approval
- Oversight of fiscal sponsorship relationships



- Produce financial and organizational metrics, trend reports, various financial and operational analysis
- Support data-driven decision making
- Review investments, performance statements, and monitors the investment spend rate
- Manages relationship with Outsourced Chief Investment Officer (OCIO) and bankers

Legal and Regulatory Compliance:

- Ensures compliance with all regulatory and legal requirements across all the states that SEF operates in
- Keeps current on regulations relevant to non-profit entities and public foundations to ensure regulatory compliance and adhere to all report filling deadlines
- Oversee all financial audits including the 2.CFR.200 federal audit
- Filing of annual returns; ERISA 5500, IRS 990, IRS 990-T, NYS CHAR500, IRS W-3, and IRS 1096
- Issue W-2's and 1099's in accordance with IRS requirements
- Oversee RFP process for new audit firm, when applicable
- Ensure the Record Retention and Destruction Policy is complied with and is updated as needed
- Ensures all government surveys are completed

Human Resources and Information Technology:

- Oversee the development and execution of comprehensive HR strategies aligned with organizational objectives
- Oversees and can also perform, if needed, human resources functions, talent acquisition, onboarding, performance management, and terminations
- Negotiates all employee benefit plans for optimal coverage with efficient cost structures
- Oversee compensation structures and labor relations
- Work with CEO and COO in broader efforts to develop staff, set organizational culture, and to promote teamwork across the organization
- Develop and enforce HR policies, procedures, and compliance frameworks
- In partnership with CEO and COO, strategize organizations succession planning and leadership training initiatives
- Develop technology strategy to support organizational needs
- Ensure entity operating systems are secure to prevent intrusions, as best possible
- Oversee procurement and deployment of all technology assets
- Maintain optimal relationship and visibility with all technology vendors

Leadership and Organizational Management:

- Serves as a key member of the leadership team, acting as a strategic thought leader in coordination with the CEO and COO
- Directly supervise and manage all direct reports, including accounting staff and other financial support personnel, with clear performance management, goal-setting, and accountability measures
- Provide regular coaching, mentoring, and professional development opportunities to enhance finance team members' technical skills and career growth
- Foster a collaborative, high-performance culture within the financial operations team that emphasizes accuracy, efficiency, and continuous improvement



- Ensure consistent quality and excellence in fiscal administration and operations
- Support CEO, COO, and Development Officer in cultivating existing relationships and developing new funder relationships, as needed
- Champion change management initiatives and foster innovation within the organization
- Perform other duties as assigned by the CEO

Required Qualifications and Experience:

- Bachelor's degree required in accounting, finance, or business administration with an emphasis in accounting
- Possess eight or more years senior management experience in an accounting or finance role within the nonprofit sector
- Certification as a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) license is strongly preferred
- Excellent written and verbal communication skills
- Exceptional knowledge of finance, accounting, budgeting, financial systems, human resource operations, and adherence to GAAP
- Advanced comprehension of financial transactions and accounting best practices, encompassing relevant laws, standards, and both state/national regulations
- Strong analytical skills to develop, assess, and implement process enhancements or strategic recommendations
- Proven ability to collaborate effectively with senior executives and team members, as well as mentor/lead other team members
- Excellent proficiency in computer applications, particularly the Microsoft Office Suite; familiarity with MIP Fund Accounting (Abila), Sage, or other fund accounting software is an asset
- Highly organized with strict attention to detail
- Commitment to cost containment and excellent project management skills
- Demonstrated ability to remain objective, focused, and composed under pressure
- Consistently demonstrates ethical conduct and integrity
- Committed to advancing equity and excellence in educational opportunities for low-income students in the South

This is a full-time position (Monday – Friday) based in Atlanta, Georgia. Compensation for this role is commensurate with experience including a competitive benefits package. SEF currently operates on a hybrid schedule, with remote and in-office work determined by the Foundations' needs. Compensation for this role is commensurate with experience including a competitive benefits package.

Interested candidates should submit: 1) a letter of interest to include salary requirements 2) a current resume 3) names and contact information of three references to hr@southerneducation.org with Chief Financial Officer in the subject line of the email. Applications will be accepted until the position is filled.

The Southern Education Foundation is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply.