



POSITION ANNOUNCEMENT
Finance Manager
Collaborative for Academic, Social, and Emotional Learning (CASEL)

Organizational Summary: CASEL is a 501(c)3 not-for-profit organization that works to advance the science and evidence-based practice of social and emotional learning (SEL) in order to promote children's success in school and life. SEL is a process for helping children and even adults develop the fundamental skills for life effectiveness, teaching the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. These skills include recognizing and managing emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically. CASEL's priorities focus on the benefits of PreK-12 SEL programming; how SEL coordinates with other educational movements; research and training in SEL implementation; assessment; school and district leadership development; educational policies; and communications. For more information, please visit www.casel.org

Through significant multi-year funding from one of the country's leading philanthropists, CASEL is currently engaged in infrastructure and capacity building to support its long-term strategic goals to 1) advance the science of social and emotional learning, 2) expand integrated, evidence-based SEL practice and 3) strengthen the field and impact of SEL.

Position Description: The Finance Manager is responsible for establishing and overseeing all financial and accounting policies and procedures of the organization, including monthly and year end account reconciliations, preparation and monthly, quarterly monitoring of the organization's annual budget and establishing and maintaining processes for grant reporting and monitoring.

Reports to: Executive Director

Qualifications:

1. Bachelor's Degree in Accounting or Finance, with a CPA preferable
2. Minimum 5 years in financial management and/or accounting preferably in a non-profit and/or educational setting
3. Proficiency with QuickBooks, Microsoft Office, particularly with Excel
4. Superb analytical skills and attention to detail
5. Self directed with strong interpersonal skills
6. Capacity to multi-task in a time-sensitive work environment
7. Model social and emotional competence and ethical behavior

Primary Functions:

1. Maintain and continuously refine accounting policies and procedures of the organization in cooperation with the Executive Director and Finance Committee
2. Manage monthly and year end account reconciliations and closings
3. Provide monthly and quarterly budget reconciliation and variance reports to the Executive Director and Finance Chair within 5 working days after the end of the month
4. Working with Executive Director, manage annual budget development process and delivery.
5. Prepare financial information used for all grant applications
6. Develop and manage necessary reporting processes for all funders and/or fundees of CASEL.
7. Maintain insurance to protect the assets of the corporation
8. Prepare annual audit and file all required governmental reports and tax records

9. Prepare and file monthly and year end reports to the University of Illinois at Chicago regarding CASEL's licensing agreement and royalty payments

Compensation: Competitive salary, vacation and benefits package. CASEL is an equal opportunity employer.

To Apply: No telephone calls, please. Please e-mail search@casel.org with the following information:

- Cover letter with salary requirements
- Resume
- Names and contact information for three professional references