



42 N. Water St.
Port Hadlock, WA 98339
nswsb.edu

Job Description: Chief Financial Officer
Hours: Part-Time 16 hours/week
Reports to: Executive Director
Compensation: \$45/hr - \$50/hr depending on qualifications and experience

Come help us build the future! The Northwest School of Wooden Boatbuilding (NWSWB) is a 45-year-old vocational training school seeking a part-time CFO to bring financial acumen to strategic decisions. While the school is relatively small, the range of financial transactions poses interesting challenges. The CFO works in partnership with the school's Operations Manager who capably manages the financial nuts and bolts, while the CFO will bring technical expertise in reporting and forecasting.

If you love:

- Supporting a team and providing insight
- Learning and drawing on your creativity to solve new problems
- Working around boats, boat shops, and the water

Please take a closer look at NWSWB.

We are a non-profit post-secondary vocational/technical school rooted in the traditions and craftsmanship of wooden boat building and focused on the needs of today's maritime construction and maintenance workforce. With the addition of Marine Systems in 2018, we offer students the opportunity to enter a many faceted job market currently stressed by an aging workforce.

The school provides a path to living-wage work for young people and career changers who are facing escalating costs of higher education while meeting a critical need for skilled craftspeople and technicians in the marine trades.

Role of the Part-Time CFO

- The Finance Manager reports to the Executive Director and working closely with the Executive Director, Operations Manager, and the Finance Committee of the Board of Directors.
- You will be bringing financial analysis to strategic decision-making and manage accounting, tax and financial reporting, budgeting and budget tracking.

Key Responsibilities –

- Lead monthly close relying on monthly-close checklist. Lead monthly reporting and analysis on P&L, Balance Sheet, Cash Flow.
- Deep dive monthly reporting on 20-30 Permanently Restricted and Temporarily Restricted Funds, Reimbursable grants, and construction in progress for 6 to 12 boats.
- Track and report on tuition invoicing and payments which come from multiple entities with multiple timing

constraints (internal scholarships, external scholarships, Department of Education financial aid, Veterans Administration veterans benefits, and more).

- Lead year-end close and lead the team supplying information to the auditor at year-end.
- Lead budget development and scenario analysis to support evaluation of opportunities, risks and risk mitigation
- Ad-hoc grant support and reporting as needed for fundraising
- Maintain data integrity between Quickbooks, Financial Reporting and Analysis tool, and specialized donor and student management software systems
- Ensure financial accountability to all government and compliance agencies including the IRS, Washington Department of Revenue, Department of Education, Accrediting Commission of Career Schools and Colleges, Veterans Administration et. al.
- Work with Executive Director to ensure sufficient funds are available to meet ongoing operational and capital investment requirements
- Oversee management of financing and loan payments; Lead analysis on financing and re-financing options as needed
- Maintain documentation of finance policies and procedures.

Minimum Qualifications

- Demonstrated performance in accounting, including at least two years in a senior accounting role
- A Bachelor's degree in accounting, business administration, or a related field
- Knowledge of generally accepted accounting principles (GAAP)
- Experience of final responsibility for the quality and content of financial data and reports

Preferred Qualifications

- Previous experience in an institution of higher education
- CPA, MBA, and/or at least two years of experience in a nonprofit management accounting role
- Advanced working knowledge in QuickBooks Online – Advanced and spreadsheet software (Google Sheets and Excel)
- Previous experience managing multiple major revenue streams
- Prior management of annual budgets exceeding \$1 million

Desired Qualities

- Curiosity about all the workings of the organization in order to construct a financial model and communicate effectively and explain key financial concepts to individuals without accounting knowledge both verbally and in writing.
- Collaborative spirit; self-awareness, a bias for customer service
- Demonstrated ability to set priorities, manage multiple tasks/deadlines, and adapt to changes
- Strong organizational and problem-solving skills
- Results oriented with strong attention to accuracy
- Strong analytical skills
- Strong as both individual contributor and team member

About working with NWSWB

Our role in developing the Marine Trades workforce is maturing at a critical time for the industry. We teach not only the skills required but also strive to instill the hallmarks of craftsmanship to give our graduates immediate desirability in the market. We all share values that align with the mission of the school:

- Dedication to craftsmanship and hands-on learning
- Acting with authenticity and integrity
- Focus on continuous learning and improvement
- Experience recognizing vulnerability in oneself and others, so that there is compassion for oneself and others when under stress and when things don't go as planned
- Promotion of diversity and a commitment to lifting up the power and promise of all marginalized groups.

Compensation and Benefits

This is a part-time employee position, estimated average 16 hours/week with peaks at month-end. The position reports to the Executive Director and is paid \$45/hr - \$50/hr based on qualifications and experience level.

We offer these supports to help you manage your mental, emotional and physical health, pro-rated to the hours worked.

- Paid sick days
- Paid vacation
- Paid holidays

Start Date and Location

This is a part-time position with a potential start date as soon as a candidate is selected. It is preferred that the individual will work on-site; over time there is the possibility of making it a hybrid position.

Offices are located at the school's 8-acre waterfront campus at 42 N. Water St., Port Hadlock, WA 98339.

To Apply

Please send your resume and cover letter in PDF format to cfojob@NWSWB.edu.