



POSITION TITLE: Chief Finance Officer (CFO)
POSITION LEVEL: Regular, Full-time, Exempt
LOCATION: PREL Honolulu Office
REPORTS TO (POSITION): Chief Executive Officer (CEO)

POSITION DESCRIPTION

The Chief Finance Officer (CFO) is responsible for all financial and operational aspects of PREL and assists the CEO in the successful growth of the organization. Guided by PREL mission and vision, the CFO provides the leadership, management and vision necessary to ensure that the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization.

Essential Responsibilities

- Manages and conducts PREL's financial planning, budgeting, forecasting, accounting, risk management, investment and contracting activities
- Provides strategic, operational, and financial analysis and advice for all areas of PREL's operations
- Leads the development of organization-wide financial performance policies, processes, and controls.
- Leads the planning, development, implementation, and evaluation of strategic finance and operational performance goals, short-and long-term objectives, plans, budgets, and policies.
- Provides ongoing financial and organizational leadership. This includes day-to-day leadership and management to ensure that PREL is structured efficiently and operates as a service organization that mirrors PREL's mission and core values.
- Takes a lead role in risk identification and management. Provides ongoing oversight of corporate commitments, expenditures and resources related to PREL products and programs.
- Provides oversight for human resources functions and the effective delivery of compensation, benefits, employee relations, and compliance functions.
- Provides oversight for facilities, information technology, and disaster management/recovery planning.
- Develops and establishes operating policies consistent with the CEO's broad policies and objectives and insures their adequate execution. Appraises and evaluates the results of overall operations regularly and systematically and reports these results to the CEO.
- Ensures that all activities and operations are performed in compliance with local, state, and federal regulations and laws governing business operations.

- Provides supervision for the staff accountant position(s), human resources, and organizational administrative assistant(s).

Essential Duties

- Plans, develops, organizes, implements, directs and evaluates the organization's fiscal budget functions and performance, in collaboration with the CEO.
- Provides timely and accurate analysis and makes recommendations on budgets, financial reports and financial trends in order to assist the CEO/President and the Board in performing their responsibilities.
- Responsible for the process of budgeting across programs and the broader organization through provision of budgeting systems, collaborative budget development and revision, updates and statements, and trend analysis and monitoring. Manage indirect costing functions and negotiations.
- Oversees the contracts and deliverables processes in collaboration with program and contract managers. Responsible for timely and accurate reviews of contracts, proposals and related government reports. Prepares contracts, memorandums of agreements, and other legal agreements as needed. Liaises with vendors and partners as required.
- Evaluates and recommends insurance coverage; assesses and reports on corporate risk.
- Responsible for financial document management, corporate records and archiving policies and processes.
- Maintains accuracy and completeness of the general ledger, including the review and approval of entries, and timely account reconciliations.
- Monitors cash balances and makes federal cash draws via G5.
- Prepares and disseminates the monthly financial statements and financial reports (e.g., budget projections). Provides monthly (or more frequently as needed) briefs to the CEO.
- Establishes and maintains effective internal controls to help ensure compliance with applicable rules and regulations and best business practices. Ensures efficient management of all accounting processes and transactions including payroll.
- Organizes and prepares audit work papers/schedules and oversees the annual A-133 audit.
- Prepares the annual indirect cost rate proposal submitted to U.S. federal governmental agencies and monitors approvals and variations in indirect cost rates.
- Responsible for preparing information to be submitted to external vendors for the preparation and filing of the annual Nonprofit Tax Return (Form 990).
- Responsible for preparing Form 5500 and returns of other non-US jurisdictions in compliance with IRS rules and regulations.
- Oversees ADP payroll preparation and transmission and tax filings for the region.

- Oversees PREL employee credit card program (AMEX), which includes requesting new cards, review and reconcile statement for completeness and compliance to agreement.
- Manages and serves as program administrator for the Costpoint 8 system.
- Oversees the preparation of financial modeling for Human Resource programs including incentive compensation, employee benefits, and salary calculation.
- Prepares financial and contractual information required for business and program proposals, from inception to submission.
- Provides staff with training or guidance on tasks or areas of responsibility
- Identifies, develops, and maintains an extensive network of professional contacts across the region and uses those contacts to enhance PREL's reputation and development opportunities.
- Demonstrates excellent cross-cultural communication and interpersonal relationship management skills internally, across PREL communities, and beyond the Pacific region.
- Participates in PREL-wide activities and events.
- Carries out all other duties as assigned.

QUALIFICATIONS

Education and Training

- Bachelor's degree required. CPA strongly preferred.
- A minimum of seven years relevant work experience.
- Relevant continuing professional learning training and certifications encouraged.

Minimum Level of Skills and Knowledge Required

- Demonstrated excellent interpersonal skills and ability to foster team spirit and professionalism.
- Excellent English communication skills, oral and written, with both technical and non-technical audiences, including large group presentations.
- Extensive, successful experience in authoring high quality written communications pieces, including policies, procedures, and planning documents.
- Experience with cost accounting.
- Deep knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of OMB Uniform Guidance.
- Experience with financial analysis, financial modeling and reporting management of financial databases, accounting, budget management and development, and financial systems/applications.
- Ability to review and analyze financial information using various financial and audit tools.
- Ability to structure and perform financial models and data queries to support strategic business planning, financial-based decisions, and practices with adherence to PREL financial policies and GAAP.

Other Qualifiers

- Demonstrated experience and proficiency with computer software (including Deltek Costpoint 8 and Microsoft Office suite).
- Experience with Cognos, Adaptive Insight, Salesforce, or other Business Intelligence tools a plus.
- Familiarity and experience with federal contracts and contracting rules/regulations a plus.
- Highly proficient in Microsoft Excel, including experience with formulas such as VLOOKUP and SUMIF, and functionalities such as Goal Seek, Find and Replace, Pivot Tables, and linking multiple files/worksheets.
- High degree of flexibility and openness to a changing environment.
- Customer service attitude and approach to working with internal/organizational clients as well as external parties.
- Sound judgment and ability to accomplish complex tasks while supervising others.
- Ability to travel by air and spend extended periods of time away from office of record.

JOB CONDITIONS

Working Conditions:

PREL's contract environment requires the ability to effectively plan and meet short timelines and changing conditions. Strong staff collaboration in work assignments is a standard at PREL. PREL maintains a secure air-conditioned office with accessible restroom and kitchen facilities.

Days/Hours of Work:

Monday through Friday, 8:00 a.m. to 5:00 p.m. full time staff will spend no less than 40 office hours per week as dictated by the needs of the programs and organization functional work. Part-time and/or specific work schedules to be negotiated with supervisor per the organization's operational needs. This is an exempt position and requires availability beyond office hours, including weekends and evenings as necessary.

Physical and Mental Demands:

Requires occasional lifting and moving of items up to 50 pounds for short distances with or without accommodation.

Requires the consistent and professional use of judgment and discretion.

Requires the ability to work with minimal supervision in a deadline driven environment.

Requires high levels of collaboration and cooperation with colleagues and vendors.

Communication Demands:

Excellent communication skills are required for this position. Requires routine and ongoing communication with a diverse staff and clientele, both orally and in writing.

TERMS OF EMPLOYMENT

Employment is “at will” and can be terminated at any time, either by the employee or PREL, with or without cause or reason and with or without notice.

Must be authorized to work in USA (visa sponsorship not available).

Note: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

SALARY

Commensurate with experience and qualifications. Salary range for Director is \$81,035.33 to \$149,603.68.

APPLICATIONS

Please submit a cover letter, resume, and completed PREL Employment Application to: hrcoordinator@prel.org

Fax: (808) 441-1385

Address: Pacific Resources for Education and Learning

Attn: Ms. Maria Roca
119 Merchant St #402
Honolulu, HI 96813

[Download the PREL Employment Application](#)

PREL will begin reviewing applications on January 13, 2023 and will continue until the position is filled.

PREL is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, PREL does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs.

PREL is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact PREL's human resources office at hrcoordinator@prel.org.