

## Chief Financial Officer

Is it time to apply your skills and hard earned experience towards a real cause? Join us in our mission to ensure that all students are mathematically equipped to solve the world's most challenging problems! For 20 years, MIND Research Institute has been dedicated to the application of neuroscience research in the development of K-12 math programs that deliver impactful results at scale. As a nonprofit organization, and as creators of the award-winning program ST Math\*, we continue to receive support from corporations and foundations around the world to develop tomorrow's STEM workforce.

Our CFO plays a critical role in our leadership team and is responsible for overseeing the organization's financial policies and providing strategic direction on all financial functions including accounting, budget, credit, insurance, tax, and treasury. You will ensure that we have the proper financial controls in place and that all of our financial transactions support our overall business strategy (which you will help shape), all while we transparently conform to applicable laws and regulations.

If this sounds like you, please continue reading!

### Your responsibilities will include:

- Facilitating and reviewing the completion of monthly financial statements including balance sheet, income statement and cash flow statement as well as budget to actual comparisons
- Working closely with external accounting firm to complete business income tax returns and financial audit
- Entering and/or reviewing and overseeing the completion of journal entries including, but not limited to cash, receivables, payables and revenue and expense accrual entries
- Reviewing bills for accuracy and proper authorization
- Journalizing activities and transactions in accordance with GAAP
- Preparing miscellaneous month end reports as needed for sales, operations, the executive management team, and board of directors
- Providing guidance in the establishing of pricing for products and services
- Preparing budgets and comparisons of actual performance against budget
- Managing the banking relationship as needed to guide treasury management strategy
- Participating in property/casualty insurance renewals, risk management and processing losses/claims as needed in conjunction with the company's Agent
- Collaborating cross-functionally on workflow automation and business intelligence needs
- Overseeing and constantly improving ERP/CRM systems
- Coaching and mentoring a fantastic Accounting/Finance support team, Sales Operations team and HR Generalist
- Always setting an example of our organization's core values of putting people, problem-solving and learning first.

### To do all this, you'll likely have:

- B.A./B.S. in Accounting or Finance, and possibly even CPA certification
- 5-10 years of experience as head of financial and operational functions
- Proficiency in NetSuite or similar ERP system
- Strong interpersonal and communication skills (both written and verbal)
- Proven leadership and team-building skills as well as the ability to work well with (and empower) other departments

### In addition to the must-haves above, we would really like to hear from you if you have:

- Background in technology (Software as a Service)
- Successful experience in P&L oversight of \$50-100M
- Familiarity with fund accounting/nonprofit management and Board relationship building

This full-time position reports directly to the CEO and is based out of beautiful southern California (Irvine), where residents are so weather-spoiled they complain when temperatures drop below 70 or rise above 85. Our colleagues enjoy casual dress every day, a kitchen stocked with refreshments, occasional summer BBQs and sharing their love of yoga, salsa dancing and reading with each other. We encourage continuing education and community volunteering and on occasion, this role may also require some travel (up to 15%).

Join us in our continuous quest to grow a diverse and extraordinarily innovative workforce! We are a team of life-long learners who enjoy growing together while creating experiences for students who will become our future problem-solvers!

**Brett Woudenberg | CEO**

MIND Research Institute

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