

Description of Organization

In 2000, The Chicago Public Education Fund pioneered venture capital for public education, investing private sector dollars and ideas in high-impact programs to improve school leadership and student achievement throughout the Chicago Public Schools. The Fund serves as a catalyst and strategic investment partner with businesses, foundations, civic and community leaders and the Chicago Public Schools. Our board of directors comprises 23 of Chicago's most prominent business and civic leaders whose experience, intellectual capital and engagement form the foundation for our unique venture capital model that:

- identifies high-quality programs and outstanding management teams in which to invest financial capital and expertise;
- tracks the performance of our investments, provides strategic management assistance and leverages the business acumen of our directors and management teams to generate results for our investors; and
- values collaboration, equity, excellence, innovation, integrity and leadership.

Please visit our website at www.thefundchicago.org to learn more about The Fund.

Responsibilities

Reporting to the Director of Operations, the Senior Associate will oversee The Fund's finance, accounting and operations functions and will be held accountable for the following results:

- accurate monthly financial statements are developed and distributed to our board of directors in a timely manner
- The Fund's record of clean annual audits by independent accountants is maintained
- The Fund is in compliance with various IRS regulations and reporting requirements
- financial investments are monitored periodically to ensure adequate liquidity and appropriate return on investment
- annual operating expenses are within budgeted amounts; accurate projections are made for subsequent year's operating expenses
- The Fund recruits, on-boards and retains exceptional, entrepreneurial staff through effective human resources processes and systems
- The Fund's information technology system and software applications meet organizational needs in a cost-effective manner
- The Fund's program and development teams' requests for financial information, support and expertise are fulfilled in a timely and helpful manner

Qualifications

The Fund seeks a highly motivated, entrepreneurial certified public accountant with at least 3 years of experience to meet our organization's finance, accounting and operations needs. The ideal candidate will have:

- at least 3 years of auditing experience with big 4 or second-tier firm
- strong knowledge of financial management, accounting principles, and human resources management
- significant familiarity with the management of information technology systems and software applications; knowledge of Financial Edge is preferred
- excellent oral and written communication skills
- strong analytical and problem solving skills
- demonstrated ability to manage multiple projects and meet deadlines
- familiarity with, and demonstrated interest in, the non-profit sector; particular interest in urban education is a plus

The desire to work in an entrepreneurial environment where taking initiative, displaying a strong work ethic, paying attention to detail, continuing to grow as a professional, and having a willingness to cross boundaries and help colleagues are a must.

Compensation

The Fund seeks to maintain compensation packages comparable to the private sector, commensurate with experience.

To Apply

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@thefundchicago.org. We regret that we will not be able to respond to phone inquiries about this position.

The Chicago Public Education Fund is an equal opportunity employer. The Fund evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, childbirth, medical condition, marital status or any other characteristic protected by law. The Fund employs and values a diverse work environment.