



**The Better Angels Society**  
**Chief Financial & Administrative Officer**

[The Better Angels Society](#) (TBAS) is the pre-eminent organization supporting excellence in American history documentaries to advance education and civic engagement. The organization raises funds to support films in partnership with public media, and its programs provide resources and recognition to an inclusive array of documentaries by established, emerging, and student filmmakers.

TBAS is committed to supporting a diverse community of organizations and individuals through inclusive excellence. We recognize the value of differences and differences of opinion and promote inclusion that reflects the multicultural nature of our nation, including those who experience discrimination or underrepresentation.

The Chief Financial & Administrative Officer (CFAO) will report to the President & CEO. This dynamic and multi-faceted position will play a key role in advancing the strategic growth of a small but complex organization. The CFAO will be responsible for all aspects of the organization's financial reporting and controls financial planning and analysis, treasury operations, banking relations, investments, tax, audit, payroll, and human resources. The CFAO is the sole finance and HR staff member and will work collaboratively with a small staff focused on fundraising and programs, along with a financially savvy Board of Directors. The position is part-time, 30 hours/week, and fully remote with a flexible schedule. Annual travel is required for two board meetings and two staff retreats.

The CFAO will perform all finance and administrative functions, including accounting, HR, and IT. The CFAO will ensure the organization's financial health, lead budget development and tracking, implement organizational and personnel policies, manage external vendors and contracts, and oversee fiscal partnerships. The CFAO will have an affinity and appreciation for TBAS's mission and will be process-driven and results-oriented. The CFAO will have a proven ability to translate vision and strategy into a clear financial plan with measurable goals.

The CFAO will demonstrate tactical and visionary financial leadership, able to "deep dive" into the details while staying focused on the organization's overall financial health. In an organization of this size, the CFAO will perform a range of tasks, from organizing expense reports to meeting with the Board of Directors. The successful candidate will have demonstrable professional experience in establishing effective internal systems, supporting a dynamic remote staff, and thinking creatively and strategically.

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## RESPONSIBILITIES

### Financial Management & Strategy

- Perform all accounting functions, including managing accounts receivable, fixed assets, accounts payable, and payroll, booking revenue and expenditures, and monthly reconciliations of all bank accounts.
- Maintain the financial records in accordance with GAAP, including the tracking of all restricted assets and re-grants to public media partners. Provide accurate and timely monthly financial statements to the CEO and Board of Directors.
- Work with the Fundraising & Finance Committee to manage the investment portfolio. Monitor cash flow needs and direct changes in the portfolio as needed. Ensure compliance with all financial and investment policies.
- Guide the annual budget process, including reporting to the Board, and manage a budget of \$6.8M.
- Manage all aspects of the annual audit and the preparation of the IRS 990 tax return, communicating with the Audit Committee and managing the relationship with the external audit firm.
- Track and report on the organization's financial position, including cash management, and provide monthly operational updates to the Board, CEO, Senior Director of Operations & Stewardship and Program Director.
- Engage with TBAS staff to craft fundraising proposals, assist in the development of a membership program, implement fiscal sponsorship arrangements for individual films, and support the establishment of planned giving initiatives and an endowment fund.
- Strategize with the Board, CEO, and Program Director in building the organization's financial sustainability.
- Seek cost-saving interventions as possible and appropriate.

### Human Resources and Remote Work Productivity

- Manage payroll and benefits, including health insurance, 403(b) plan, and benefits providers. Onboard new hires and arrange for staff training as needed.
- Lead the refinement and implementation of an annual performance evaluation system for the staff.
- Promote a positive remote office environment that motivates and inspires the team to work together to advance the organization's mission.
- Refine and manage virtual office systems and IT consultant. Ensure that staff has the resources to perform efficiently and IT risks have been mitigated.
- Oversee the development and management of virtual systems, processes, and policies that support effective fundraising, collaboration, and communications. Recruit and manage consultants as needed within budgetary constraints.
- Manage external contractors preparing state filings, registrations, and licenses.
- Devise clear work plans and benchmarks for fundraising, finance, and programs.

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## **QUALIFICATIONS**

- Accounting/Finance Degree.
- 8+ years of accounting experience with 3-5 years of experience leading financial management and operations in a nonprofit environment and a deep understanding of nonprofit audits and accounting.
- Active CPA license.
- Extensive experience with QuickBooks, Excel, Microsoft software, and Google Workspace.
- Exceptional attention to detail.
- Demonstrated ability to facilitate annual audits.
- Experience in human resources management, including payroll, benefits administration, performance evaluation tools, and sustaining a positive workplace culture in a remote work environment.
- Strong communication skills and ability to successfully convey, verbally and in writing, complex and nuanced financial information to internal and external audiences.
- Strong analytical skills and experience translating a strategic vision into an evolving operational model.

## **LOCATION**

This is a remote position with a preference for candidates located on the East Coast within driving distance of Philadelphia, PA, Washington, DC, or Savannah, GA.

## **SALARY & BENEFITS**

This is a part-time (30 hr/week), salaried position with an annual salary of \$150,000 plus benefits. TBAS offers a generous benefits package, including health coverage, vision, dental, a 403B plan, and vacation.

## **APPLICATION INSTRUCTIONS**

All applications must be sent via email to [cfaosearch@betterangelsociety.org](mailto:cfaosearch@betterangelsociety.org) and accompanied by a cover letter and résumé. Cover letters should be directly responsive to the responsibilities and qualifications presented in the job posting. Preference will be given to applications received by May 15, 2024.

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