



## **Part-Time Chief Financial Officer (CFO) Position Description**

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### **Organization Overview**

United Religions Initiative (URI) is a California-based international nonprofit organization founded in 2000 and is the world's largest grassroots interfaith network. The Purpose of URI is threefold: to promote enduring, daily interfaith cooperation, to end religiously motivated violence, and to create cultures of peace, justice and healing for the Earth and all living beings. URI connects grassroots groups and individuals working in support of its Purpose across the globe into a vibrant network. Group members of the network are called Cooperation Circles (CCs). There are currently 1,190 CCs in 113 countries.

### **Position Overview**

We are seeking to contract with or hire a part-time experienced professional or comptroller to help guide our financial sustainability and ensure the organization's fiscal health. The part-time or "fractional" Chief Financial Officer (CFO) will oversee the financial aspects of nonprofit management, providing operational financial leadership. The CFO will be responsible for managing the organization's financial operations, ensuring compliance with applicable laws and regulations, and contributing to long-term financial planning. This position is ideal for a proactive and detail-oriented professional who enjoys working with a small staff team and dedicated board members in a mission-driven nonprofit environment. (The position will be hybrid (mostly remote), with preference for someone in the San Francisco Bay area to facilitate monthly interaction with staff at URI's Presidio-based office.)

### **Key Responsibilities**

#### **Financial Management & Strategy**

- Oversee financial operations of nonprofit organization, including accounting, budgeting, and forecasting.
- Develop financial strategies that align with URI's core mission and long-term goals.
- Prepare, review, and present financial reports to the Executive Director, Treasurer, and Board of Directors (URI Global Council and the URI Foundation)
- Lead financial planning and forecasts, providing timely analysis and insight to inform decision-making.
- Develop and monitor organizational budgets, ensuring effective resource allocation.
- Evaluate financial performance and implement corrective actions as needed.

#### **Compliance & Risk Management**

- Ensure compliance with federal, state, and local tax laws and nonprofit regulations.
- Oversee the preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and nonprofit standards.
- Monitor internal controls to safeguard assets and minimize financial risks.
- Supervise the annual audit process and work with external auditors to ensure timely, accurate financial reporting.

### **Cash Flow Management**

- Manage the organization's cash flow, ensuring sufficient liquidity for day-to-day operations and payroll.
- Oversee the management of investments, debt, and capital structure, providing recommendations for most efficient use of funds.
- Work closely with the Executive Director and Treasurer to monitor fundraising goals and the impact on cash flow.

### **Financial Leadership & Team Management**

- Work with financial staff to ensure timely and accurate financial operations and reporting.
- Participate in monthly Board Finance Committee Meetings on Zoom.
- Oversee Annual Audit and filing of 990 statements.
- Provide financial guidance and mentorship to URI staff and trustees as needed.
- Support fundraising efforts as needed by helping to review proposal budgets and financial reports to potential funders, grantors, and partners.

### **Qualifications**

- Bachelor's degree in Finance, Accounting, Business Administration, or related field (Master's degree and CPA required).
- 5-10 years of experience in financial management and nonprofit sector.
- Strong understanding of nonprofit accounting practices, GAAP, and tax regulations.
- Experience with financial planning, budgeting, analysis, and reporting.
- Familiarity with nonprofit funding sources, including grants and donations.
- Proficiency with financial software and tools (QuickBooks, Excel, etc.).
- Strong analytical, problem-solving, and strategic thinking abilities.
- Ability to communicate financial concepts to non-financial stakeholders.
- High level of integrity, professionalism, and commitment to URI mission.
- Previous experience working with a Board of Directors is recommended.

### **Work Environment and Compensation**

This is a part-time, remote-friendly position with occasional in-person meetings in San Francisco.

- Flexible work hours with some evening or weekend hours as needed to accommodate international Board meetings or special events.
- Competitive hourly rate commensurate with based on experience.

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### **Application Guidelines**

Send a cover letter stating why you believe your qualifications are a match for this particular position, your resume and two professional references to [hr@uri.org](mailto:hr@uri.org). Applications will be accepted until 22 January 2025.