



Position Announcement

Chief Financial Officer

CGR invites applications for Chief Financial Officer. The CFO is responsible for internal control structure, maintenance of general ledger, annual budget preparation and presentation, annual audit, maintenance of banking and investment advisor relationships, investment accounting and reporting (to Board of Trustees), placement of all risk management and insurance policies and practices. The CFO also upholds solid project management processes, the maintenance of an efficient operating environment and the creation, administration and evaluation of policies and procedures related to CGR's operations and protection of CGR's best interests.

Additional responsibilities include administration of the three CGR retirement plans including annual financial reporting, compliance, and fee disclosures; and maintenance of accounting system database as well as database of information related to human resources/benefits administration. The CFO interacts regularly with CGR's Board of Trustees, coordinates and leads Finance & Audit Committee meetings and works closely with the President & CEO as well as other senior staff members.

The ideal candidate for this position will also have the experience and ability to lead human resources processes at CGR including hiring, firing, performance issues, benefits policy, benefits offerings and administration, and general awareness of legal issues around human resources administration.

CGR's mission is to improve the quality of communities – through impactful research, analysis, consultation and data management for the public, nonprofit and philanthropic organizations that serve them. We are committed to making communities strong, thriving and competitive. CGR has four main practice areas: Government & Education, Nonprofits & Communities, Economics & Public Finance, and Health & Human Services.

CGR is a nonprofit corporation committed to the public interest. Our research consulting is sought by government agencies, educational institutions, community nonprofits and philanthropic institutions throughout the United States. Our clients rely on CGR experts to serve as thought partners in addressing challenges and critical decisions on projects ranging from economic and fiscal impact to regional well-being and competitiveness. CGR has a staff of a dozen researchers and support roles. Our annual operating budget is about \$1.8 million. Sources of revenue include fee for service contracts, investment income and charitable donations.

Key Qualifications: Bachelor's degree and five years of experience in a senior financial role. Knowledge/experience in contract accounting, including percentage of completion methods, and billable hour structure required, as are skills in Excel, Word and Outlook, and financial and benefits reporting software (Microsoft Dynamics, e-fast). Non-profit experience and familiarity with human resources role are beneficial. Salary will be commensurate with experience. CGR offers a competitive benefits package including health care, retirement plan, vacation and sick time.

CGR Statement on Diversity: CGR values diversity from all backgrounds and seeks to create a welcoming workplace that attracts and retains a wide variety of talented people with different perspectives and new ideas. We value diversity among all dimensions of the human experience, including gender, race, color, religion, gender identity, national origin, differing abilities, gender expression, veterans, socio-economic status and sexual orientation. We believe diversity improves the quality of our work and the communities we are part of, making an important statement about the inherent worth of every individual. CGR endeavors to create a respectful, inclusive, and welcoming workplace as the ground on which a truly equitable and diverse organization flourishes. CGR seeks to take responsibility by being aware of the consequences of its actions, by having open dialogues, and holding all levels of the organization accountable for diversity work to minimize the burden on individuals (particularly those from marginalized and under-represented populations and cultures) to advance diversity goals. Creating an excellent workplace climate ranks high among our priorities for achieving our organizational diversity goals.

To Apply: Submit a cover letter, resume, and applicant self-identification form via email to kyorks@cgr.org. The self-identification form can be found at <https://www.cgr.org/cmsb/uploads/cgr-self-identification-form-2019.pdf>. Additional information about CGR is available at www.cgr.org.