



Position Announcement

Part-Time Finance Director/Controller

CGR invites applications for a part-time Finance Director or Controller. This position 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 position upholds solid project management processes and the maintenance of an efficient, accountable and compliant operating environment and up-to-date 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 person filling this position interacts with CGR's Board of Trustees, reporting at Finance & Audit Committee meetings, works closely with the President & CEO as well as other senior staff members, and supervises 1-2 staff members.

CGR's mission is to drive positive community change through the highest quality research, analysis, data insights and collaboration. Trusted for our rigorous analysis and actionable insights, we work to make communities equitable, strong and thriving. A nonprofit corporation committed to the public interest, CGR is sought out by government agencies, educational institutions, community nonprofits and philanthropic institutions throughout the United States. Clients rely on CGR to be thought partners in addressing challenges and making critical decisions.

CGR has a staff of a dozen researchers and support roles. Our annual operating budget is \$1.6 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 accounting and financial and benefits reporting software (Microsoft Dynamics, e-fast, QuickBooks). Non-profit experience and familiarity with human resources functions are beneficial. The pay range for this position is \$36-45/hour. CGR offers a competitive benefits package including health care, retirement plan, vacation and sick time, which will be provided on a pro-rated basis.

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 is a high priority tied to 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 [here](#). Additional information about CGR is available at cgr.org.

REVIEW OF APPLICATIONS WILL BEGIN ON FEB. 19, 2024