



Title: Managing Director of Finance

Classification: Full-time position

Location: Remote

The Build Up Companies (you can just call us, Build Up) are looking for a new team member!

About Build Up

The Build Up Companies are a federated group of companies comprised of Build Up Advisory Group, The Campbell Law Firm, and Build Up, Inc. and focused on transforming life outcomes for vulnerable and marginalized communities.

- [Build Up Advisory Group](#) is an advisory firm that specializes in strengthening governance, grant making, and organizational design for brave philanthropists, philanthropies, movements, and nonprofit organizations to provide them with the structural capacity to deliver on their missions to help effect socio-economic change.
- [The Campbell Law Firm](#) is a boutique law firm that serves as a trusted in-house advisor to brave grant-making nonprofits, movements, philanthropies, and philanthropists to disrupt cycles of injustice and inequity.
- [Build Up, Inc.](#) is a nonprofit capacity builder that supports the leadership of brave women and people of color and incubates and fiscally sponsors charitable projects and organizations that work with under- resourced and historically invisibilized communities around the world.

We work with (i) nonprofit start-ups that want to quickly and equitably build their infrastructure capacity to become movement leaders and (ii) older nonprofit organizations that are seeking innovative ways to equitably serve historically marginalized communities. We call what we do Brave Infrastructure Design®.

Learn more about Build Up by visiting each of the companies: [Build Up Advisory Group](#), [The Campbell Law Firm](#), and [Build Up, Inc.](#)





Build Up's Core Values

Our core values are to be:

- ◇ **brave** – we authentically show up according to our values, even if it means that doing so may be more challenging;
- ◇ **ever learning** – we are focused on constant improvement and are always seeking new ways to do our work even better;
- ◇ **excellent** – we are in relentless pursuit of excellence through meaningful work and cultivating an environment of “owners” who refuse to tolerate mediocrity; and
- ◇ **relational** – we believe that true problem solving happens when there is real communication among the problem solvers; we endeavor to be thought partners with each other, our clients, and our partners.

Our values guide and inspire everything we do and how we engage with our clients, partners, and each other. If any value does not resonate with you, Build Up is not the place for you.

About the Role

This inaugural role will direct and manage Build Up's financial activities and operations. Specifically, this role will oversee all financial aspects of Build Up Advisory Group and The Campbell Law Firm and will provide key oversight and serve as a strategic partner for the Build Up, Inc. Finance team to ensure financial compliance throughout Build Up. The Managing Director of Finance will also manage Build Up's financial consultant and will be a member of Build Up's Management Committee, which is responsible for managing and serving as a resource for team members across Build Up. The Managing Director of Finance will report to and serve as a thought partner and chief financial advisor to Build Up's CEO.

Specifically, the Managing Director of Finance will design and oversee Build Up's financial strategic plan, key financial policies, annual budget, and its forecasting and budgeting processes; analyze business performance and risks by setting financial targets; and direct the accounting procedures and systems necessary to maintain proper records and internal controls across Build Up. In addition, the Managing Director of Finance will analyze general economic, business, and financial conditions and their impact on Build Up's policies and procedures and evaluate and improve the tools and the controls framework for assessment and communication of Build Up's financial condition. The Managing Director of Finance will retain constant awareness of Build Up's financial position, create performance projections, and prepare and monitor Build Up's financial strategic growth plan.

On a day-to-day basis, the Managing Director of Finance will balance accounts by reconciling entries, maintain the general ledger by transferring account summaries, and balance general ledgers by preparing a trial balance. The Managing Director of Finance will also prepare and follow up on invoices; manage A/R accounts; approve and release payments to consultants, contractors, and vendors; and oversee and manage





payroll and payroll systems.

Additionally, the Managing Director of Finance will manage the collection, analysis, and summarization of account information in preparation for financial reports, forecasts, and statements. Furthermore, this role will prepare cash flow forecasts and budgets; monitor Build Up's cash flow to ensure sufficient funds are available to meet cash flow needs; comply with federal, state, and local legal requirements; enforce adherence to financial management requirements; and advise management on needed actions.

Now, let's get very technical. The Managing Director of Finance will:

- Maintain accurate accounting records and schedules to support balances reflected in the chart of accounts;
- Reconcile bank and credit cards monthly;
- Reconcile payroll balances and liabilities to agree to reports provided by Build Up's third-party payroll provider;
- Prepare detailed financial performance reports and forecasts on a quarterly and annual basis;
- Present financial reports by clearly articulating financial results of business areas, initiatives, and strategies to the Founder, CEO, and Managing Attorney (CEO);
- Provide weekly, monthly, and quarterly bookkeeping, account reconciliations, and report management;
- Manage Build Up's accounting software (Quickbooks);
- Review, recommend, and implement investment policies based on Build Up's financial position and needs;
- Manage the quarterly review and monitoring of significant accounting issues, including contract impairment indicators, value-in-kind reporting, and reporting of significant new contracts, contractual adjustments, or amendments; and
- Assist with gathering information for tax, audit, and accounting needs of Build Up's outside CPA firm.

About the Person in the Role

You thrive in start-up environments where you can lead and learn in new situations. You are highly resourceful, a problem solver at your core, and someone that people can depend on.

You handle sensitive and confidential information with such discretion and integrity that your nickname could be "The Vault." You ensure integrity is at the forefront of everything you do. You are disciplined, proactive, hardworking, and are so organized that our favorite organizers would consider you their favorite organizer. You value accountability when you are working with teams or leading independent projects.

You are an excellent communicator and can easily talk about technical subjects in a manner that intrigues someone who is new to the subject. You love to learn new technology and are a systems





thinker.

You are detail oriented, have a true appreciation for strategic thinking, and know how to strike the right balance between tactics and strategy.

You have a sense of humor, are intellectually curious, love music, and have the ability to discuss two fundamental music principles: The Bridge is over and Soca is a language everyone should know.

You Must:

- have a Bachelor of Science or Bachelor of Arts degree from an accredited four-year college or university;
- be a CPA;
- have at least 5-7 years of accounting experience;
- have in-depth knowledge of corporate finance and GAAP;
- have experience with financial analysis, forecasting, and cash flow management;
- have experience or knowledge about working with conglomerates, federations, or networked companies;
- have exposure to or experience with nonprofit organizations and nonprofit accounting;
- be an expert in MS Excel;
- be proficient in small business accounting software;
- have the ability to think strategically, make data-driven decisions, and influence executive-level discussions;
- have excellent analytical skills;
- be a strong communicator; and
- have a genuine interest in what is happening socially, politically, and philanthropically in the United States, the Caribbean, and Sub-Saharan Africa.

Though not required, it would be very nice if you also had:

- Experience working within a start-up organization
- Experience working with a Black-led organization
- In-depth understanding of the tax rules for nonprofit organizations
- Progressively responsible accounting roles
- Experience with financial modeling
- In-depth knowledge of Gusto
- In-depth knowledge of Quickbooks

Compensation and Benefits

The Managing Director of Finance will receive a base salary of \$90,000 and a generous performance-based bonus.





We also offer the following benefits:

- Dental and vision coverage
- Health insurance package (Build Up pays the employee's premium)
- 401(k) participation with a Build Up match
- Cellphone allowance
- Office allowance
- Professional development allowance
- Payment of CPE requirements for CPA license and payment to maintain the CPA license
- Paid time off policy (sick, personal, and mental health days and all Federal Holidays)
- Unlimited vacation policy (add value and take time off when you need it)
- 4.5 day work week (4 days during the Summer)
- Fully remote work

How to Apply:

If you are interested in applying for this role, please [click here](#).

Our Hiring Process

- If we are interested in learning more after we receive your application, you will receive an email from us where you will be asked to provide a video response to some preliminary questions about your experience and interest in the role.
- After reviewing the video responses, we will further narrow the applicant pool and invite a few applicants to talk with us via video. You will meet with the Lead, People and Culture, and with other members of the Build Up team so you can ask questions about working at Build Up and we can learn more about your experience and workstyle.
- Following these conversations, certain applicants will be asked to complete a brief assessment that is meant to highlight analytical skills and accounting knowledge.
- Following the assessment, we will ask some applicants to meet with the CEO and then with the Managing Leadership Team via video.
- After meeting with the CEO and the Managing Leadership Team, the finalist(s) will have the opportunity to meet with the Build Up team members with whom they have not met during the process.
- Afterward, the CEO will make an offer for the Managing Director of Finance role.

Our review of applications will begin in mid-September, and we will aim to have an offer extended in late October/early November 2023. We will acknowledge receipt of all applications and will let you know of our decision regarding your application.





Our Commitment

Our work centers historically marginalized and vulnerable communities, including people of color, those impacted by the criminal justice system, and women, especially Black women, so we strongly encourage applications from members of these communities who are committed to transforming life outcomes for those most invisibilized in society.

Build Up is an equal opportunity place of business, which means that we do not discriminate because of race, color, gender, gender identity, sex, sexual orientation, veteran status, religion, age, where you are from, or disability. We believe in and live diversity, inclusion, and equity, and strive to ensure that every person we work with, including contractors, vendors, staff, and clients, feels considered and listened to. We do not allow any of the “isms” into where or how we work, and we believe Black lives matter and love is love. We have been treated as if we did not belong at various times throughout our careers and lives and understand how to be deliberate about never making others feel that way.

