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**Start Date:** Immediate

**Position:** Part-time

**Location:** Flexible, Remote, Virtual Team

**Compensation:** Commensurate with experience starting at \$85/hr

[Reconstruction US](#) is a technology company focused on delivering a K-12 supplemental curriculum that situates Black people, Black culture, and Black contributions to American and world history in an authentic, identity-affirming way so that students of all backgrounds benefit from a more complete understanding of our shared history and society.

Our growing company is seeking to hire a Finance Manager who will be responsible for overseeing the organization's finance function.

As a start-up company, we are looking for team members who:

- Understand, appreciate, and can reflect our mission in their actions and experience
- Know how to roll up their sleeves and tackle whatever comes their way
- Are problem solvers and results-driven thinkers
- Have a collaborative and creative orientation, but know how to get things done
- Can flow in an ever-changing environment with grace and humor
- Are as concerned about the minute details as we are, but can still see the big picture
- Most importantly, possess incredible interpersonal skills to effectively connect, inspire, and help build a cohesive team, and are great team players who others want on their team

## **RESPONSIBILITIES**

- Prepare budget and forecasts
- Oversee AR, AP and Month end close prepared by bookkeeping firm
- Evaluate financial reporting systems, accounting and collection procedures, investment activities, and recommend changes to budgets and operating systems
- Ensure financial information is timely, accurate and in compliance with GAAP
- Assess internal controls for accounting functions
- Provide analytical support to leadership for key business decisions
- Prepare grant reports and monitor grant spending

## **EDUCATION AND EXPERIENCE**

- CPA required
- Experience in an entrepreneurial environment is strongly preferred.
- Ability to flourish with minimal guidance and be proactive, efficient, flexible, and adaptable to changing environments.



- Excellent problem solving skills
- Strong interpersonal skills and ability to work strategically and collaboratively across departments
- Strong attention to detail.
- Proficiency in Google Suite and Microsoft Office applications is required.

**Technology Requirements**

The Finance Manager needs a personal telephone and an internet connection speed that will support remote work.