

**Chief Financial Officer**  
**National Institute for Excellence in Teaching (NIET)**

NIET is seeking a candidate to serve as Chief Financial Officer (CFO). The CFO provides leadership, management and oversight for all fiscal activities related to the operations of NIET. The CFO will report to the CEO and serve on NIET's executive leadership team.

**Duties Include, But Are Not Limited To:**

- Develop and oversee NIET's annual budget and cash flow projections in alignment with NIET's strategic plan
- Develop cost models related to NIET service delivery for strategic planning purposes, fee for service opportunities, RFP's, and grant proposals
- Provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations
- Hire, train, supervise, and evaluate accounting personnel
- Prepare financial statements and other formal and informal reporting as needed by the Board, CEO, and senior staff
- Oversee onboarding of new employees in partnership with the chief of staff and off boarding of terminating employees
- Maintain accounting records, general ledger, and accounting software
- Oversee fiscal and travel policies and internal controls
- Ensure compliance with GAAP and federal grant regulations (Uniform Guidance)
- Partner with Chief Information Officer to oversee and maintain NIET's technology needs, including staff technology and EE-PASS and other portals, and establish a functional internal server and document retention policies
- Oversee the annual audit and work with external CPA firm to complete Form 990
- Complete all other required tax and information return filings (1099, various state taxes including property tax, sales & use tax, etc.)
- Work with outsourced firm as needed to maintain charitable/corporate registrations
- Serve as liaison between NIET and outsourced HR to manage benefits and HR issues
- Manage payroll, including administration of benefits
- Administer 403(b) plan, including ee/er contributions, distributions, annual census, and annual Form 5500 filing
- Manage federal grant accounts, overseeing the grant drawdown process and preparing and negotiating the annual indirect cost rate with US Department of Education
- Represent NIET at meetings and conferences as needed

**Desired Qualifications:**

- Master's degree or comparable experience in accounting or business administration or related field
- 8-10+ years of progressively responsible accounting/financial management experience; nonprofit and/or education-related finance and operations experience, preferred
- Certified Public Accountant, preferred
- Strong understanding of GAAP and Uniform Guidance; single audit experience, preferred
- Strong technology, communication, and organizational skills

**Location of Position:** *Nashville, TN*

**For Information:**

For interest in positions at the National Institute for Excellence in Teaching, please review our website at [www.niet.org](http://www.niet.org) for current job vacancies.

**To Apply:**

Please submit a resume and cover letter to [jobs@niet.org](mailto:jobs@niet.org).

*No phone inquiries please.*

