

## HO'OKĀKO'O CORPORATION JOB DESCRIPTION

**Position Title:** FINANCE DIRECTOR  
**Status:** Full time, Exempt  
**Reports to:** Executive Director

### **Ho'okāko'o Corporation**

Ho'okāko'o Corporation is a nonprofit 501(c)(3) charter school management organization operating and supporting public charter schools serving Pre-K through 12th grade students in Hawaii. Ho'okāko'o provides support in all areas of charter school management, including organizational development, human resources and collective bargaining, fundraising and development, budgeting, accounting, and payroll, enabling charter schools to operate more effectively and efficiently, and freeing school leaders and teachers to focus more on providing high-quality educational experiences for their students.

*Our mission is to empower communities to develop high quality, student-centered, and sustainable Hawaiian-focused charter schools by providing exceptional educational support services, mutual accountability, and a culture of learning.*

### **Primary Purpose of Position**

The Finance Director of Ho'okāko'o manages the organization's finance and accounting operations in accordance with standards and best practices that follow Generally Accepted Accounting Principles (GAAP), state and federal regulations and requirements, and organizational policies and procedures. The Finance Director is responsible for planning, implementing, managing and evaluating the financial activities of Ho'okāko'o and Ho'okāko'o supported schools, including among other areas, fiscal policy and systems development, financial strategies, accounting, budgeting, audits, purchasing, cash receipts/deposits, reconciliations, forecasting and reporting.

This position works directly with the Executive Director and interfaces with the Board of Directors and serves as an advisor and resource to Ho'okāko'o schools. The position is responsible for the supervision of fiscal staff and the management of the organization's finance and accounting department.

### **Finance Director Essential Functions:**

#### **Leadership**

- Leads the development of the financial well-being of the organization by providing financial projections, preparing growth plans, contributing financial and accounting information, analysis, and recommendations, and establishing functional objectives that align with the organization's mission and strategic priorities.
- Establishes finance operational strategies by evaluating trends, establishing critical measurements, determining productivity, quality, and customer-service strategies, designing systems, accumulating resources, resolving problems, and implementing change.
- Develops organization prospects by studying economic trends and revenue opportunities, projecting expansion, identifying opportunities for improvement, cost reduction, and systems enhancement, and accumulating capital.
- Collaborates and cooperates with Ho'okāko'o's management team and school leadership to achieve fiscal and organizational goals, continuous quality improvements and strategic plans and processes that are in the best interest of Ho'okāko'o and its schools and school communities, and promotes cohesiveness

within the organization.

- Delivers clear and timely communication, consistent processes, and upholds accountability and performance expectations organization-wide.
- Leads by example to foster a positive workplace environment with trust, respect, integrity, diversity, open communication, accountability, transparency, ethical and responsible action by all associated with the organization.

### **Finance and Accounting**

- Works closely with the Executive Director and management team to formulate, recommend and document financial strategies, objectives, goals, guidelines and accounting procedures for the organization.
- Ensures proper and secure cash handling, payment transmittals and processing through secure banking methods such as electronic deposits, online and electronic payments and transactions, corporate credit cards, back-up for authorized signatures on checks, and regular account reconciliations and audits.
- Oversees cash flow management of the organization and its schools.
- Oversees and audits the proper bid and award contract and procurement processes with vendors who are registered and approved to do business in Hawaii.
- Oversees and audits the work of the accounting staff to ensure accuracy, timeliness, and strict confidentiality required of the finance and accounting function.
- Monitors and ensures appropriate cash flow and timely processing of accounts payable and receivable.
- Prepares key performance indicators that align with charter contract financial performance measures and other contractual and regulatory requirements
- Schedules and ensures the completion of the timely, proper and accurate preparation of financial statements by internal staff and annual review by a licensed certified professional accountant (CPA), A-133 audit and tax preparation according to the finance and accounting procedures and reporting requirements of the organization.
- Oversees, guides, and ensures accuracy in the preparation and timely distribution of reports and records.
- Prepares financial and related management reports and assists Executive Director, Board of Directors, and school leadership with the review of income and expense, statistical, budget and other reports to allow for prudent management fiscal decisions.
- Performs accounting functions and tasks as required including accounting software entries, review and approval of invoices, creation of reports, and others..
- Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
- Analyzes problems in finance, accounting and responsible areas and makes recommendations to resolve them or take corrective action.
- Manages cash flow, investment funds, and all accounts with financial institutions with current documentation, contacts, and authorized signatures.
- Ensures that all required taxes, licensing, and accreditation fees are accurately paid on time.
- Assesses and coordinates all insurance policy coverage and renewals and insurance needs
- Assists in developing grant and vendor request for proposals (RFP) and in evaluating

- grantor and vendor proposals in accordance with procurement policies
- Maintains organized and secured central files of grantor and vendor contracts and ensures that all accounts payable terms and tax form requirements are fulfilled.
- Maximizes return on invested funds by identifying investment opportunities and maintaining relationships with the investment community.
- Prepares, maintains and secures confidential data.
- Updates job knowledge by remaining aware of best practices, new regulations, participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in professional associations.
- Accomplishes finance and organization missions by completing related results as needed.

### **Management and Administration**

- Responsible for the overall management of accounting staff and finance & accounting functions.
- Implements proper human resource management practices to recruit, engage, train, develop, coach, discipline, and retain high performing fiscal staff.
- Maintains high level of confidentiality and security on all employee and health records. Coordinates proper employee record keeping with Human Resources.
- Ensures that problems encountered by staff are resolved to ensure smooth operations, safe, professional and positive work environment.
- Ensures that operations staff conforms to the pertinent federal, state, and local rules, regulations, and licensing requirements.
- Provides information and feedback in formulating the department budget and oversee prudent fiscal management.

### **Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates within a Pre-K through 12<sup>th</sup> grade public charter school environment and interacts with children and adults with diverse backgrounds and abilities. The position is based in the Ho'okāko'o office on O'ahu with requirements to regularly travel to schools and other offices and locations to perform duties on O'ahu and the neighbor islands. The position often works remotely with opportunities to work from home.

The position interacts with staff, funders, stakeholders and vendors daily including interactions with visitors, agencies, vendors, volunteers, children, adults and families in classrooms and outdoor facilities.

The Finance Director must have the ability to demonstrate cultural sensitivity, patience and diplomacy and respectfully manage interruptions and prioritize multiple demands.

There are deadlines, reporting, contractual and other requirements that require organization, planning, focus and detailed work at a desk and computer.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to sit, stand and occasionally may climb, balance, stoop or kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Required Education and Experience**

- Master's degree in Business Administration with emphasis in Accounting or Finance. Commensurate experience and professional certifications may be considered.
- Minimum 5 years of finance and accounting management experience with a team of diverse background and skill levels.
- Strong understanding of generally accepted accounting principles (GAAP), Financial Accounting Standards Board (FASB) standards and procedures, and federal accounting standards.
- Experience in performing financial A-133 audits
- Experience in a senior management position and in leading effective accounting departments and systems.
- Successful experience advising governing boards in financial planning, investments, budgeting and money management.
- Experience supervising and developing both professional and paraprofessional staff
- Experience in developing fiscal policies and procedures
- Proficient in financial record keeping and reporting for nonprofit organizations.
- Strong proficiency and hands-on experience in preparing and analyzing financial reports, cost-benefit analysis.
- Experience in preparing financial statements, management reports, and board of directors' reports for nonprofit organizations.
- Effective command of verbal and written English language to communicate with internal and external contacts.
- Proficient use of key digital and electronic devices and equipment including computers, smart phones, and scanners.
- Proficient in using the computer software programs for word processing, spreadsheets, presentations, data files, researching information, and online platforms.
- Knowledgeable in accounting systems and using software applications.

## **Preferred Education and Experience**

- Previous experience working with public charter schools, public education or nonprofit sector a plus.
- Licensed Certified Public Accountant.
- Previous accounting experience with state departments