



### **Job Opportunity:**

## **Treasurer/Chief Financial Officer (CFO) for the California Association for the Gifted**

Would you like to use your analytical budget and financial skills to support diverse gifted students for the California Association for the Gifted?

### **The Organization**

Founded in 1961, the California Association for the Gifted is an organization of educators, parents, and community members who believe that giftedness is defined by diverse academic, social, and emotional traits and abilities.

### **The Position**

- Responsibilities include the preparation of budget development.
- Estimates and revises budgets for all institutes, conferences, and projects.
- In addition to budget development, the CFO performs specialized accounting, budget control and clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes.

### **Essential Duties**

- Oversees all aspects of the annual budget development, the compilation of data, estimates or Income/expenses, and preliminary and final budgets for Board adoption.
- Provides technical advice and information to Executive and General Board as needed or requested.
- Handles special assignments and assists in analyzing programs before, during and after the completion of the event.
- Establishes, executes, and oversees risk-management plan to protect the Organization.
- Plans, organizes, prepares, and/or oversees quarterly tax filings with the IRS and State entities.
- Reconciles financial information after each conference, workshop or institute
- Invoices attendees as needed ( non-credit card users)
- Prepares and files quarterly and annual taxes for the organization with the IRS and the State government
- Develops and maintains excellent communications and working relationships with Executive Board, General Board, Vendors, consultants, school districts and other public agencies, and the general public.
- Evaluates financial programs, procedures, and controls and implements recommendations for improvement.
- Ability to work with a variety of computer platforms and district and county systems.
- Works with the Executive Board to plan, organize, manage and integrate the Association's finance and accounting activities and operations to meet the organization's objectives, professional standards, and legal requirements.

### **The Location**

The CFO works virtually, with the exception of board meetings, summer institutes, the annual conference, and related education events.

**Stipend**

Annual contract, part-time: \$12,500

**Timeline**

Start date: December 2018-January 2019

**To Apply**

Please send your letter of intent, resume, and three references to Executive Director, Dr. Julia Nyberg, at [admin@cagifted.org](mailto:admin@cagifted.org) for review by the CAG Executive Board.

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