



Vice President, Finance & Operations

CAMEO is searching for a Full-Time Vice President, Finance & Operations who will bring strategic, entrepreneurial, and visionary leadership to its operations to support its mission of helping grow a thriving ecosystem of support for underserved entrepreneurs. Do you support local economies driven by local small business owners? Do you understand the power of business ownership to lift families and help them thrive and reach their version of the American Dream? If so, we are looking for a fulltime VP, Finance and Operations that can help us grow.

CAMEO is a network made up of over 400 organizations, agencies, and individuals dedicated to furthering microbusiness development in California and across the country. Annually, CAMEO members serve about 100,000 very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 150,000 new jobs and generate a total of \$7.5 billion in economic activity.

Reporting to the CEO and serving as an integral member of the senior management team, the VP, Finance & Operations will be responsible for the development of CAMEO's financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, the VP will be responsible for developing and implementing more sophisticated policies and procedures in the finance and general operational realms. This position will directly supervise the financial and administrative team. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join in a growing mission-driven organization.

Compensation: \$120,000 - \$140,000, depending on experience

Work Environment: This is a remote position that will require light business travel up to 20% of the time in a professional office environment from time-to-time.

Essential Functions

- Advise the CEO and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings
- Contribute to the development of CAMEO's strategic goals and objectives as well as the overall management of the organization
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues
- Represent the organization externally, as necessary, particularly in banking and lease negotiations
- Oversee, direct, and organize financial statements, project/program accounting, monthly close and reporting process
- Provide analysis to identify actionable revenue generating and cost savings opportunities
- Drive and embody an intentional company culture that reinforces our mission and values
- Champion a diverse, inclusive, and equitable workplace and systems, and design and implement practices and initiatives to support these goals
- Oversee legal aspects of contracts management by managing external legal vendors
- Additional duties and responsibilities may be added at any time

Finance and Operations Responsibilities

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures
- Plan, coordinate, and execute the annual budget process
- Ensure that CAMEO is adhering to the strategic plan, delivering status reports to the board



- Provide analytical support to CAMEO's internal management team including development of internal management reporting capabilities
- Improve administrative and operational accounting services such as treasury management, 403(B) plan, grants payment processing, payroll, accounts payable, and purchasing
- Oversee treasury management, including bank administration and managing operating and loan fund cash
- Responsible for portfolio management team, including loan servicing, ongoing portfolio risk assessment, and calculation of allowance for loan loss
- Manage daily operations and measure the effectiveness of internal and external operational processes
- Identify, recommend, and implement new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials
- Build, implement and improve org-wide systems, leading on system infrastructure and IT best practices that will help the organization accomplish its business goals
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual
- Maintain adequate business insurance and manage annual renewal of policies
- Manage annual audit including preparation of PBC schedules and financial reporting to state and federal agencies including completion of 990 tax return
- Oversee treasury management, including bank administration and managing operating and loan fund cash
- Responsible for portfolio management team, including loan servicing, ongoing portfolio risk assessment, and calculation of allowance for loan loss
- Additional duties and responsibilities may be added at any time

Required Education and Experience

- Bachelor's Degree or 15+ years of work experience in lieu of degree required; Graduate Degree preferred
- 10+ years of professional experience in nonprofit accounting, financial management, or investment banking required
- 7-10 years in a supervisory or managerial capacity required
- Experience with nonprofit finance and in the Community Development Financial Institution (CDFI) industry highly preferred
- Experience with lending, entrepreneurship, microfinance, social enterprise, program development and evaluation, and/or small business a plus
- Strong writing, financial, and analytical experience required
- Strong oral presentation, communication, and negotiating skills required
- Experience in corporate finance including asset-liability management, cash flow management, interest rate management, asset and enterprise valuation, and budgeting required
- Experience with cash management and investment management required
- Experience in raising capital from institutional investors, foundations, and financial institutions
- Demonstrated experience in creating and assessing financial models and financial statements and budget documents
- Strong interpersonal skills and a high degree of self-awareness with a flexible growth mindset will support a strong culture fit
- Experience working with Microsoft Office (Word, PowerPoint and Excel), QBO online and Asana preferred.
- Experience implementing software to streamline financial and operational processes such as Bill.com and Expensify.com preferred
- Experience working with and on a remote team

Our Benefits

- Health Insurance Benefits include Kaiser HMO, Anthem PPO, Delta Dental & VSP Vision
- Approximately 9 paid company holidays with Christmas week off
- PTO Policy: 16 - 20 accrued vacation days based on tenure
- Retirement Plan 403B and Company Match of 4%



CAMEO is an Equal Opportunity Employer. Diversity and inclusion are deeply held values of CAMEO and we are committed to creating a welcoming environment for all employees. We provide equal employment opportunities for all applicants and employees where all employment decisions are made without regard to race, gender, religion, citizenship, disability, marital status or any other status protected by the laws where we operate. Our culture is representative of a supportive team with shared values that make CAMEO a great place to work.

To Apply

Please send a resume and a cover letter to careers@CAMEOnetwork.org with VP, Finance and Operations in the subject line.