

## Position Description

**Position:** Accountant (Part-time, 25 hours/week)  
**Reports to:** Controller  
**Location:** Denver/Boulder, CO

## Duties & Responsibilities

The Charter School Growth Fund (“CSGF”) is seeking an Accountant to join its dynamic and growing team. The candidate will be working directly with the Controller, who oversees all financial matters including accounting operations, planning and analysis, and grants and contracts administration. The candidate will also provide periodic support for investor relations activities. The right candidate will have superior organizational skills, have strong attention to detail, be proactive and a self-starter. This position will be responsible for the following duties:

- Assist in the preparation of financial statements prepared in accordance with U.S. Generally Accepted Accounting Principles and CSGF Accounting Policies and Procedures.
- Prepare grant reports to governmental entities prepared in accordance with grant provisions.
- Perform multiple accounting functions including, but not limited to processing accounts payable, balance sheet reconciliations, general ledger management, expense allocations and monthly accounting close process.
- Assist in preparation of donor expenditure reporting in accordance with grant/contract provisions.
- Assist with audit and tax return preparation.
- Assist team with other duties as assigned.

## Qualifications

- Highly organized with strong interpersonal skills.
- Strong attention to detail and high quality standards.
- Proactive, energetic self-starter.
- Demonstrated professionalism and responsible enough to take ownership of projects.
- Excellent oral and written communication skills.
- Experience in public or private sector accounting required; non-profit accounting experience preferred.
- Proficient in QuickBooks, Microsoft Word, PowerPoint and Excel.
- Bachelor’s degree in accounting, finance or other related field from an accredited institution required, CPA preferred, but not required.

## Personal Qualities - CSGF Core Values

- **Results.** We work relentlessly to create efficient, measurable, and sustainable results. We strive for excellence and pursue our mission tenaciously. Candidate should have the ability to work in a self-directed manner in a fluid environment where flexibility and tenacity are required.
- **Entrepreneurship.** We embrace calculated risks and new approaches. We have an entrepreneurial spirit that welcomes innovation, diversity of ideas, and risk. Candidate should be willing to question conventional wisdom and think independently.
- **Integrity.** We are truthful, fair, and trustworthy in all aspects of our work. We hold ourselves and our partners to the highest ethical standards.
- **Respect.** We appreciate the challenges faced by education entrepreneurs and recognize the limits of our own knowledge. We understand that our ultimate success is dependent upon the achievements of our partners.
- **Teamwork.** We value each of our team members as individuals but believe that we achieve the greatest results by working together. We willingly sacrifice individual interests and recognition for greater collective impact. Candidate should have a great sense of humor and enjoy being a team player.

## **Compensation**

Compensation is commensurate with experience and education. CSGF offers a very competitive benefits package.

## **Application Instructions**

If you are interested in this opportunity, please send a resume and cover letter via email to: [info@chartergrowthfund.org](mailto:info@chartergrowthfund.org) with "Accountant" in the subject line.

## **Background - Charter School Growth Fund**

The Charter School Growth Fund ("CSGF" or "the Fund") is a non-profit venture fund that was founded by leading national philanthropists in 2005. Its mission is to provide philanthropic venture capital to expand the highest performing charter school operators across the nation that are producing outstanding academic outcomes for underserved students. CSGF accomplishes its mission by providing the financing, business planning support, coaching and resources that its portfolio members need to build self-sufficient networks of high-performing schools.

CSGF invests in charter school management organizations ("CMOs") that deliver great results and are capable of achieving long-term sustainability on public revenues. The Fund's grant-and-loan financing packages are designed to enable these organizations to dramatically expand their capacity to serve more low-income and other high-need students and extend their impact to more communities.

CSGF currently has more than 30 portfolio members serving over 100,000 students who are 91% minority and 75% low-income. All of CSGF's current portfolio members exceed their local districts' academic performance, and many have closed the "achievement gap" between their students and their more affluent peers. Collectively, these portfolio members are growing their enrollment at about 30% per year, and have the chance to change dramatically the outcomes for students in their communities. In its first fund ("Fund I"), CSGF raised over \$86 million for its growth fund from a small number of leading national foundations. In Fund I, CSGF invested in over 20 portfolio members that are on track to serve an additional 100,000 students by 2015. Members of CSGF's portfolio were selected from over 350 applicants and are among the highest performing school operators in the nation.

Based on the success of its portfolio and investment track record, CSGF launched a second fund ("Fund II") in late 2010 that will invest in 40-45 new and existing CMOs to enable them to serve an additional 225,000 students over the next several years. Since launching the new fund, CSGF has secured over \$130M of new commitments (over 80% of its five-year, \$160M target) from a small number of prominent foundations and high-net-worth individuals that will be invested over the life of Fund II.

In addition, CSGF recently launched new state funds in Florida and Tennessee that are public/private partnerships designed to develop a set of high-performing CMOs that can expand and serve more students in those states. CSGF's two state funds will invest an additional \$45M in 10-12 CMOs to help launch 50 new schools to serve approximately 25,000 students in Tennessee and Florida.

CSGF is governed by a board of prominent philanthropists and investors committed to the belief that outstanding charter schools can help transform K-12 education in our country to better serve all students.

*The Charter School Growth Fund is an equal opportunity employer.  
We encourage diverse applicants to apply.*

For more information, visit [www.chartergrowthfund.org](http://www.chartergrowthfund.org).