Position: Director/Sr. Director of Finance and Operations
Location: New York/Bay Area

ABOUT BLACK GIRLS CODE
Launched in 2011, Black Girls CODE (BGC) is devoted to showing the world that black girls can code, and do so much more. By reaching out to the community through workshops and after school programs, Black Girls CODE introduces computer programming and technology to girls from underrepresented communities in technology areas such as web design, robotics, gaming, mobile app development and more. By cultivating the next generation of coders we hope to grow the number of women of color in technology and give underrepresented girls a chance to become the future leaders in technology and the masters of their technological worlds. We thrive on working in a collaborative, fast-paced environment. We represent a diversity of backgrounds, a wealth of experience and a lot of fun.

POSITION
The Director/Sr. Director of Finance and Operations will support Black Girls CODE’s internal business and financial operations. This role will guide BGC’s operational strategy, manage day-to-day and project needs, as well as measure and improve internal processes and organizational effectiveness. This will work in partnership with the CEO, and cross functionally with the remainder of the Senior Leadership team to ensure all business and financial operations are optimized and function efficiently.

The Director/Sr. Director of Finance and Operations will report to the CEO and can be based in either office location (currently remote only).

RESPONSIBILITIES
● Define processes to optimize business functions according to strategic vision set by key stakeholders
● Own BGC’s operational finance and analytics functions supporting the organization’s growth initiatives
● Manage and oversee the office management, systems administration and vendor performance functions and staff (procurement and tracking of equipment, requisition and invoice administration, etc).
● Outline, implement, and revise operational and financial policies and guidelines for the organization. Manage all budget and financial forecasting, variance reporting, preparation and publishing of monthly financial statements, and coordination of regulatory reporting.
● Oversee finance systems including accounting operations, cash flow, internal controls, reporting, forecasting, budget development and oversight (annual audits, tax filings, and
other finance protocols on an as-needed basis)

- Serve as the primary point of contact with office building management, vendors, and third-party administrators.


QUALIFICATIONS

This is an extraordinary opportunity to be part of a small and growing team in a dynamic startup environment. The position offers great potential for learning and affords real opportunity to have a tangible impact on communities across the country.

REQUIREMENTS

- Minimum of 10-15 years of related work experience in relevant positions of increasing scope and responsibility, and several years in a leadership capacity
- 8+ years proven experience defining processes and optimizing business and finance operations is required
- Exceptional organizational management, team-building skills, and a track record of improving operational processes
- Experience working in a fast paced and/or mission-driven environment
- Ability to pay close attention to detail and be highly organized, staying productive and accurate under pressure with tight deadlines (a sense of humor helps, too).
- Strong interpersonal skills and ability to work well in a team environment
- Integrity, maturity, credibility, and a demonstrated commitment to BGC’s mission

Interested candidates should apply via the attached application portal only:

Position open immediately.