

Empowered Chief Financial Officer Job Description:

(1) Prepare Management Reports

- a. Business Analysis—Perform ad hoc analysis and provide recommendations for Senior Management in order to build a clear picture of CosmiKids' developing business model.
- b. Cost Center Budget Reports—Report actual performance vs. budget by cost center, and work with Cost Center Managers (operations, sales, marketing) to understand and manage costs.
- c. Consolidated Budget Reports—Prepare monthly and Year-to-Date (YTD) reports of actual spending vs. budget by department and by location for Senior Management.
- d. Business Performance Metric Reports—Track key business metrics (e.g. Cost per Enrollment, Variable Service Cost per member) and produce management reports.

(2) Manage Routine Accounting Functions

- a. Payroll and Human Resources—Supervise Payroll and OPS Manager in bi-weekly payroll entry, management of employee issues, and employment record-keeping.
- b. Accounts Receivable—Supervise Director of Accounting in processing payments from franchisees, licensees, parents, corporate partners, community organizations and web sales, and preparing Journal Entries to Corporate.
- c. Accounts Payable—Supervise Accounts Payable Manager in tracking, filing, and reporting payments by invoice, expense reports, refunds and credits.
- d. Bank Reconciliations—Supervise Director of Accounting in performing bank reconciliations, managing financial record-keeping, and other accounting tasks.
- e. Journal Entries—Supervise Director of Accounting in reconciling local record with Corporate, performing routine Journal Entries, and managing balance sheet accounts.
- f. Billing and Collections—Supervise Director of Billing and Collections, and a collections team, in billing and collecting payments from parents.
- g. Inventory Management and Accounting—Supervise Inventory Manager in maintaining materials & supplies inventory and tracking purchases and usage.

(3) Manage CosmiKids Corporate Location Administration Functions

- a. Membership Administration—Supervise Director of Corporate CosmiKids locations in member, vibe (facilitator) and session scheduling, member record-keeping, and problem-solving.

- b. Member Direct Costs—Supervise Curriculum Manager in ordering supplies and materials, managing direct costs, and organizing and supervising online instructors.
- c. Attendance Tracking and Compliance—Supervise Director of Corporate CosmiKids locations in entering member payments, tracking member attendance and regulatory compliance.
- d. Member/Customer File Maintenance—Supervise Administrative Assistants in performing member/customer administration functions.

(4) Manage Sponsorship Function

- a. Sponsorship Processing—Supervise Director of Sponsorships in streamlining and auditing the financial aid process for member & group prospects and continuing enrollment.
- b. Monitor Title IV Compliance—Monitor and maintain compliance with Title IV regulatory requirements.

Current Staff to Interface with: 9 Consultants & Employees

On-Site in Los Angeles, Orange County and New York—

Director of Accounting
Site Co-Directors
Director of Development and Sales
Part-time Assistant to DD & S
Director of Marketing & Training
Assistant to DM & T
Director of Curriculum
Director of Design