



Part-Time CFO - Durham, NC Office

SJF Ventures is a venture fund that invests in high-growth companies creating a healthier, smarter and cleaner future. Our mission is to catalyze the development of highly successful businesses driving lasting, positive changes. See www.sjfventures.com. SJF was founded in 1999 and has \$260MM under management across four funds and more than 50 portfolio companies.

CFO Position

SJF is seeking a part-time (16 hours/week) CFO in its Durham, NC office. The CFO will work directly with SJF's back office accounting and administration firm, Venture Back Office, as well as with SJF Managing Directors, particularly Dave Kirkpatrick and Cody Nystrom. The CFO would need to be available through the week but expected to be in the Durham office at least one day per week.

Representative responsibilities will include:

- Review and coordinate all fund accounting, controls, tax functions, banking, line of credit reporting and related regulatory compliance (including SBIC reporting)
- Liaison to Fund administrator, Venture Back Office (VBO)
- Primary contact for all Limited Partner inquiries which VBO cannot handle and manager of limited partner accounting and reporting software
- Quarterly portfolio tracking, reporting, analysis and valuation support
- Management of SJF entities (management companies, GP, funds) for legal & tax matters
- All fund-related internal and external reporting and communication
- HR/Benefits/Vendor management support
- Serve as Chief Compliance Officer for the funds

The ideal Candidate will possess these qualifications:

- Knowledge of venture capital/private equity fund accounting principles gained from work at venture capital firms, private equity firms, partnerships, audit or consulting services (with relevant VC and PE client base.)
- 10+ years of experience; with increasing responsibilities in financial roles.
- Knowledge of partnership taxation and financial operations.
- Knowledge of QuickBooks General Ledger software. SJF also uses Relevant Equity Works, Salesforce. Familiarity with those programs similar LP and CRM software is desirable along with proficiency at MS Excel.
- Strong analytical skills, detail-oriented, good communicator and a sense of humor.
- Team player willing to work the hours and times needed to get the work done.
- Motivated by SJF's mission of driving positive societal change through venture capital.
- CPA, MBA or similar finance and accounting training.

Interested individuals should send a cover letter, resume and reference list to: cfo@sjfventures.com.

www.sjfventures.com

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