California Emerging Technology Fund
Call for Resumes and Request for Proposals
Bookkeeping, Accounting and Financial Management
January 2010

Purpose

The purpose of this Call for Resumes and Request for Proposals is to invite submissions from individuals and firms with expertise in bookkeeping, accounting and financial management to perform these duties and functions as required by the California Emerging Technology Fund (CETF) in the near future. Today, these duties and functions are performed by a combination of a contract bookkeeper, Vice President of Operations, President and CEO, and Treasurer of the Board of Directors. The programs and operations of CETF are expanding and there is a need for additional professional capacity to manage the workload.

Submissions are due by 5:00 PM PST on Friday, February 12, 2010.

Overview of the California Emerging Technology Fund

The California Emerging Technology Fund is a non-profit charitable corporation established pursuant to requirements by the California Public Utilities Commission (CPUC) in approving the mergers of SBC-AT&T and Verizon-MCI in 2005. As a result, those merged companies have contributed a total of $60 million in seed capital to CETF. CETF is governed by a 12-member Board of Directors and has been in operation for the last 3 years with a current staff of 9 employees and a contract bookkeeper.

The mission of the California Emerging Technology Fund is to provide leadership statewide to close the “Digital Divide” by accelerating the deployment and adoption of broadband and other advanced communications services to underserved communities and populations. “Broadband” is a generic term that refers to high-speed Internet access and includes both wireline and wireless technologies; CETF is technology-neutral. CETF also is dedicated to making California a global leader in the deployment and adoption of broadband technology. The goal is to close the Digital Divide in California across all population demographic groups and geographic regions by 2017, which requires both the availability of broadband technology as well as the ability to access and use it. CETF focuses on 3 significant consumer communities: rural and remote areas; urban disadvantaged neighborhoods; and people with disabilities. CETF has 5 major categories of activities: Civic Leader Engagement; Venture Philanthropy Grantmaking; Public Policy Promulgation; Public Awareness and Education; and Strategic Partnerships. To date, CETF has awarded grants to approximately 50 different non-profit organizations. Within the category of Public Policy Promulgation, CETF has funded major initiatives related to: telehealth-telemedicine (California Telehealth Network); digital literacy (including promoting a Governor’s Executive Order); education (closing the Achievement Gap and Digital Divide in low-performing middle schools in California with a program called School2Home); smart housing; smart infrastructure; and model policies for local and regional governments.
For the last fiscal year ending June 30, 2009, CETF expended $7.3 million for grants and operations and had $36.4 million in assets. The Fiscal Year 2009-2010 Operating Budget is $3.7 million which requires the preparation of approximately 40-50 checks monthly for payment of invoices. In addition, approximately 30-40 checks for grant payments are prepared quarterly. CETF uses QuickBooks Premier for Non-Profits software.

One of the officers of the corporation and the Board of Directors is the Treasurer, who also is the Founding Chief Financial Officer and who continues to perform significant financial duties, including: maintaining primary banking and investment relationships with financial institutions; depositing and transferring funds among accounts; managing and overseeing the payroll service provided by a bank; directing and managing the investment portfolio; and maintaining records of employer and employee contributions into the CETF 401K Retirement Plan. It is planned that the Treasurer will continue with these responsibilities in the foreseeable future. However, it is the intent of the Treasurer and President and CEO to prepare for a possible transition in the future which transfers the preponderance of accounting and bookkeeping functions to staff with the Treasurer retaining the Board-officer responsibilities related to financial oversight and management of investments.

It is anticipated that going forward there may be additional funding from other foundations and government agencies. For example, CETF submitted on behalf of 44 partners 3 applications to the federal government for funding from the American Recovery and Reinvestment Act. Thus, there may be an expanding oversight and management role for CETF in working with other non-profit organizations and government agencies, requiring proficiency in fund accounting.

Further, if and when the decision is made to have the bookkeeping, accounting and financial management duties and functions performed by an employee rather than a contractor, then the position will include additional administrative and personnel management responsibilities.

Please see the CETF website and Annual Report for additional background information.

**Scope of Responsibilities and Duties – Functions and Services**

The overall scope of responsibilities and duties for this position (employee or contractor) is to perform all the bookkeeping, accounting and financial management services required for the operation of the California Emerging Technology Fund with a disciplined focus on accuracy and attention to details. These responsibilities shall include all those usual and customary functions associated with prudent fiscal administration and management of a non-profit enterprise such as CETF, encompassing all those duties delegated by the President and CEO and not performed by the Vice President of Operations nor the Treasurer. These responsibilities and duties shall include, but are not limited to:

1. Maintain the full book of accounts and perform all general ledger functions on a monthly and annual basis. Establish as needed additional accounts and entries as appropriate and directed.

2. Establish separate accounts for segregated funding sources and perform bookkeeping and fund accounting procedures required by the federal and state governments.

3. In coordination with the Vice President for Operations and the President and CEO, review all invoices and bills to determine appropriateness of charges and consistency with existing contracts. Engage with vendors as necessary to obtain information and ensure accurate billings and reconciled invoices.
4. As delegated by the President and CEO, review expense reimbursement forms for accuracy and proper documentation of expenses.

5. Maintain accounts payable and prepare checks monthly (or more frequently if needed) to pay invoices and bills, properly noting payment of invoices on the paper copies and in electronic records; maintain appropriate copies of requisite documents of accounts payable and invoices for auditable files, including a monthly itemization of all checks prepared.

6. Maintain accounts receivable by posting journal entries of deposits made to the bank; invoice and maintain appropriate copies of requisite documents of accounts receivable for auditable files.

7. Record income and expenses and appropriately adjust entries.

8. Record journal entries related to payroll and the CETF 401K Retirement Plan. Maintain other payroll and benefits records as directed by the President and CEO, such as attendance and vacation accrual.

9. Properly record and account for debit card purchases in journal entries and Monthly Financial Reports.

10. Reconcile bank account statements with CETF accounting system and general ledger on a monthly basis and provide copies of records and reports to the President and CEO.

11. Maintain accurate records of payments and obligations for each grantee and reconcile status of cumulative grant payments and liabilities to records maintained by the President and CEO.

12. Prepare Monthly Financial Reports for the President and CEO, including: Balance Sheet, Profit and Loss Statements, and Year-To-Date Actual Expenditures vs. Budget in formats specified by CETF.

13. Assist the President and CEO in transporting prepared checks monthly to the Treasurer (or other designated officer) to obtain signatures and return the checks to the CETF Bay Area office.

14. Maintain logically-organized and complete original hard-copy and electronic records and file all documents monthly, keeping all files up to date with no filing back-log for retained information.

15. Assist the Vice President of Operations in maintaining the inventory of capital assets. Prepare annually the depreciation of assets as per adopted CETF policy and procedures.

16. Close fiscal year books by mid-July annually and prepare all essential reports and information for the annual audit, including: bank reconciliations, trial balance, and management financial statements.

17. Assist the Vice President of Operations and President and CEO in compiling all other materials and information requested by the auditor for the annual audit.

18. Facilitate the conduct of the annual audit by being available to the auditors during their field work to retrieve information, answer questions, and explain financial statements.

19. Review for accuracy and appropriateness the Draft Financial Statements from the auditor, prepare the draft management response, and recommend action to the President and CEO.

20. Compile the necessary reports for the annual audit for workers' compensation insurance.

21. Assist the auditor in preparing and filing accurate tax returns and other legal reports with the federal and state governments, including IRS Form 990, State Form 199, and California Attorney General Registry of Charitable Trusts.
22. Prepare annually Form 1099 reports for all contractors, including Directors receiving stipends.

23. Conduct cost analyses and prepare summary reports of selected expenditures or options. Prepare other financial reports needed to manage CETF, such as updating cash flow projections.

24. Prepare financial reports required or requested by funders.

25. Assist the President and CEO and Board of Directors in complying with pertinent state and federal laws applying to non-profit corporations, including the California Non-Profit Integrity Act of 2004.

26. Design and prepare forms as needed to accomplish the bookkeeping, accounting and financial management functions to comply with pertinent state and federal laws.

27. Interact with the bank as directed by the Treasurer and President and CEO.

28. Assist with compiling and inputing contact information for vendors into established data bases.

29. Prepare draft correspondence with vendors and others involved with financial management of CETF.

30. Comply with the quality performance requirements for all employees.

Quality Performance Requirements for All CETF Employees

As a valued member of the California Emerging Technology Fund team, each employee or contractor is expected to: report to work regularly and on time; work cooperatively with team members and others; treat others fairly, honestly and with respect; and adhere to the highest possible code of ethics. In addition, each employee or contractor is expected to:

- Achieve the highest-possible standards for performance and quality of work products, including clarity, coherence and consistency in performing responsibilities and duties.
- Produce highest-possible quality written reports and documents to ensure maximum effectiveness in communications. Essential aspects of quality written documents include, but are not limited to:
  - Compliance with the Agency writing style manual and universally-recognized rules of grammar, punctuation, and spelling, as well as parallel construction of sentences, paragraphs and documents.
  - Precision and accuracy in presentation of data, statistics, and conclusions.
  - Consistency in use of concept descriptions and preferred terminology as set forth in base documents for programs and projects.
  - Consistency and logic in formatting and headings.
  - Accuracy and consistency in details, such as names, abbreviations, dates, and numbers.
- Perform efficiently under specified timeframes and with the highest-possible standards for quality work, including managing numerous tasks simultaneously.
- Work collaboratively with other staff members and consultants as a team, including providing assistance to other team members for completion of responsibilities and tasks not listed in the specific position description but assigned by the President and CEO.
- Represent well the organization and effectively speak to organizations, stakeholders, partners, grantees and investors.
- Comply with all corporate policies adopted by the Board, including but not limited to: Code of Ethical Conduct; Nondiscrimination Policy; Conflict of Interest Policy; Indemnification Agreement; and Drug-Free Workplace Policy.
Qualifications

- Education and/or training in bookkeeping and accounting with appropriate certificates or degrees.
- At least 3 years of experience using QuickBooks to perform the specified scope of responsibilities and duties for non-profit organizations comparable to CETF in size of annual budget, amount of monthly expenditures, and magnitude of assets.
- Knowledge of and experience with fund accounting for government grant funding or contracts, including OMB Circular A133 audit requirements and other procedures.
- Demonstrated willingness to strive for and meet the highest performance standards.
- Ability to manage multiple demands in a timely manner and meet specified deadlines.
- Computer proficiency as specified in Quality Performance Standards.
- Sufficient bonding (if contractor firm) or ability to be bonded (if individual).
- Ability to work as a member of the CETF team.

Instructions to Submit Resumes or Proposals

Interested individuals or firms should submit the following information as soon as possible, and no later than 5:00 PM PST Friday, February 12, 2010. Please include the following in your submission:

- Letter Stating Your Interest and Answering the Following Questions:
  - Why do you want to work for the California Emerging Technology Fund?
  - How does your experience match the scope of responsibilities and duties?
  - What are the most important qualifications and abilities you bring to the position or function?

- Resume (if Individual Applicant) or Statement of Qualifications (if Contractor Firm)

- Compensation History or Fee Schedule:
  - If Individual: Salary and Compensation for Current and Previous Two Positions
  - If Contractor Firm: Proposal for Providing Services (hours and days per month) and Fee Schedule

- References (at least 5 individuals)

Please send submission both electronically and in hard copy to:

Vice President for Operations - Personnel
California Emerging Technology Fund
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