



DAYS FOR GIRLS

Chief Financial Officer - Incoming

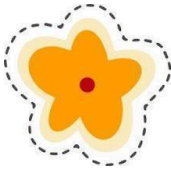
Job Title:	Chief Financial Officer - Incoming
Classification:	Full-Time Exempt
Location:	Remote
Reports to:	Chief Executive Officer (CEO)
Supervisory Role:	Yes
Travel Required:	Yes

About the Organization

Days for Girls International (DfGI) is an award-winning non-profit that has reached more than 3.9 million women and girls in 145 countries on six continents with quality, sustainable menstrual care solutions. With a mission to “Create a World Where Periods Are Never a Problem”, we are working to shatter the stigma and limitations associated with menstruation by reaching six million people by 2029, providing access to menstrual health education, products, and advocacy by supporting the life-cycle of the menstrual experience at school, work, home, and in times of crisis. Our core values guide everything we do, including hiring decisions. These include:

- **Locally-led, Globally Connected:** Those closest to the problem are closest to the solution.
- **Menstrual Dignity for All:** Inclusive, community-centered approach to generational change.
- **All About the Data:** We listen, learn & evaluate to create innovative programs.
- **Make it Happen:** Responsive, sustainable solutions to meet menstrual needs now & in the future.
- **Joy-fueled:** We bring joy to our work and celebrate every cycle.

DfG is an equal-opportunity employer that values diversity, equity, and inclusion. We do not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, gender identity, age, marital status, veteran status, or disability status. Women, BIPOC, and LGBTQIA2S+ people are strongly encouraged to apply.



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Position Description

Days for Girls International (DfGI) is preparing for an important leadership transition. Our Chief Financial Officer, who has served the organization for over 10 years, will retire in March 2027. To support continuity and long-term stability, we are hiring a **Chief Financial Officer–Incoming (Incoming CFO)** at the corresponding CFO salary, with transparency regarding the transition timeline, initial responsibilities, and role progression.

The Incoming CFO will initially assume core accounting responsibilities, including oversight of day-to-day accounting operations, financial reporting, and internal controls to ensure operational continuity and financial accuracy. This role will also support coordination of inventory-related financial processes to maintain accurate financial records and strong alignment between finance and operational activities.

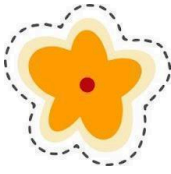
During the transition period, the Incoming CFO will work closely with the current Chief Financial Officer to learn the organization's financial systems, compliance requirements, reporting structure, budgeting, forecasting, and strategic financial planning processes. This phased transition is designed to preserve institutional knowledge and support long-term organizational stability.

The Incoming CFO will attend Leadership Team meetings, including Executive Team and Director-level meetings, from the outset, with responsibilities expanding over time. The role is expected to transition into the full Chief Financial Officer position by March 2027, based on demonstrated readiness and organizational needs.

Key Responsibilities

I. Accounting and Financial Management

- Oversee all accounting and Finance operations, including general ledger, accounts payable/receivable, payroll coordination, and month-end and year-end close processes.
- Ensure timely and accurate financial statements in compliance with GAAP and company policies.
- Develop, implement, and maintain internal controls to safeguard company assets.
- Prepare and analyze financial reports, budgets, forecasts, and variance analyses for leadership.
- Coordinate audits and serve as the primary contact for external auditors and tax professionals.



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- Ensure compliance with federal, state, and local financial and tax regulations

2. Financial Strategy and Planning

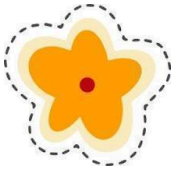
- Work with the CEO, CFO, and Leadership Team to support long-term financial planning and future organizational needs.
- Help develop forecasts and projections to support thoughtful planning and responsible use of resources.
- Provide financial insight to help leadership understand the impact of operational decisions and priorities.
- Support review of new initiatives by helping assess financial implications, risks, and tradeoffs.
- Participate in transition planning and knowledge transfer to support a smooth shift into the full Chief Financial Officer role over time.

3. Inventory Management

- Direct inventory accounting, valuation, and reconciliation processes across all locations
- Establish and maintain inventory controls to ensure accuracy, prevent loss, and manage shrinkage
- Oversee physical inventory counts and cycle counts, investigating and resolving variances
- Collaborate with operations and supply chain teams to optimize inventory levels and turnover
- Ensure inventory transactions are properly recorded and reflected in financial statements

4. Leadership & Collaboration

- In partnership with the CFO during the transition period, lead and support accounting, finance, and inventory-related functions. Partner with operations, purchasing, and executive leadership to support organizational priorities.
- Identify opportunities for process improvement, automation, stronger controls, and system improvements in collaboration with the CFO and Leadership Team.
- Support strategic initiatives through financial and inventory analysis.
- Provide clear financial updates and recommendations to support informed decision-making.



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5. Compliance and Reporting

- Prepare and file quarterly sales tax reports for Utah
- Prepare and file annual sales tax reports for Washington
- Ensure compliance with nonprofit financial regulations and grant reporting requirements.
- Support annual external audits by preparing required documentation and schedules.
- Maintain and update Standard Operating Procedures (SOPs) for all key accounting and financial processes.
- Contribute to business continuity planning by documenting workflows and maintaining accessible financial records.

6. Management and Utilization of Accounting Tools and Software

- Utilize and manage a range of accounting systems and tools to perform responsibilities, including, but not limited to:
 - QuickBooks Online (QBO) – daily accounting and financial reporting
 - Ramp – expense processing and approvals
 - Shopify – order tracking, analytics, and sales tax reporting
 - Salesforce – tracking funding requests and inventory
 - Online banking portals – for wire transfers and cash monitoring
 - Spreadsheets (Google Sheets/Excel) – for reconciliations and reportingQuickBooks Online for daily accounting and reporting tasks.

7. Internal Collaboration

- Under the guidance of the CFO during the transition period, serve as a key point of contact for financial inquiries from employees, vendors, and external partners.
- Work cross-functionally with departments across DfGI, including the Executive Team, Resource Shop, Advocacy, Development, Education, and Program Office teams.
- Provide regular updates and reports to the CFO during the transition period and to the CEO as responsibilities expand.
- Perform other duties as assigned.

Qualifications & Experience

- Bachelor's degree in Accounting, Finance, or related field preferred.
- CPA, CMA, or similar professional certification preferred



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- Minimum 7–10 years of progressive experience in accounting/finance, with significant exposure to inventory management, preferably in a nonprofit environment.
- Strong knowledge of GAAP and inventory accounting principles
- Strong working knowledge of accounting systems, e-commerce platforms, and online expense management systems (e.g QuickBooks Online, Shopify, Salesforce, Ramp).
- Experience with inventory management and reconciling physical and financial inventory records.
- Knowledge and experience with state tax filings (including WA and UT), and nonprofit compliance requirements.
- Ability to manage multiple priorities, meet deadlines, and maintain strong organizational systems.
- Strong communication and collaboration skills.
- Attention to detail and high standards of accuracy.

Compensation and Benefits

- \$75,000 - \$80,000 per year. The final amount will be determined at the time of hire based on factors such as experience, skills, and alignment with the role's responsibilities. This role is structured as part of a leadership transition, with anticipated salary progression aligned to expanded responsibilities and transition into the full Chief Financial Officer role.
- Shared cost group health, dental, and vision benefits
- Flex paid time off
- 401(k) retirement plan

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional standing, walking, bending, and reaching, particularly when reviewing or organizing inventory or physical files.
- Ability to lift up to 25 pounds occasionally
- Visual acuity to read printed materials and computer screens.
- Manual dexterity for using a keyboard, calculator, and other standard office equipment.