

# JOIN OUR TEAM



## Accounting Project Coordinator

CFAR helps leaders activate organizations to achieve their highest aspirations—productively, meaningfully, profitably, and with impact.

We are looking for a detail-oriented professional who is eager to gain exposure to different types of accounting and project management work, while contributing to multiple internal teams and interacting with external subcontractors.

### What is the job?

Our Accounting Project Coordinator is a newly created, full-time position. The person who fills this position will play a critical role in the operations of the Accounting Team and the Coaching Practice. On the Accounting side, they will manage accounts receivable and accounts payable from monthly subcontractor invoices, ensure accuracy in reporting, and be responsible for the manual entry of subcontractor hours into our accounting and time tracking software. On the coaching side, they will assist with drafting proposals, document and data management, group meeting coordination and communications management, and help coordinate the flow of information between internal practices.

### Who are we looking for?

We seek a detail-oriented self-starter who can communicate clearly, think critically, and manage complex quantitative data. They need to be able to organize themselves in a relatively unstructured environment and be comfortable with the ambiguity of a matrixed reporting structure and managing multiple priorities. We are looking for people with experience and training in accounting and data entry.

The Accounting Project Coordinator will work most closely with CFAR's Chief Financial Officer, Accountant, and Coaching Practice Manager. This role has the potential to grow with the individual.

**Location:** Greater Philadelphia area. For now, we are conducting some of our work remotely to ensure the safety of our staff and of our clients.

**Visas:** CFAR is not providing visa sponsorship for this position.

This full-time position pays \$48,000 per year, plus benefits including health insurance. We also can consider a less-than-full-time position at a reduced compensation level.

### How to apply:

To apply for the Accounting Project Coordinator position, please send, in PDF form, résumé, cover letter, to [APCRecruiting@cfar.com](mailto:APCRecruiting@cfar.com).

**Deadline for applications is October 28, 2022. We are looking to fill this position in our Philadelphia office.**



## Who are we?

**W**e at CFAR bring a commitment to unleashing potential and maximizing impact for our clients, through management consulting and executive coaching services that deliver both desired outcomes and improved relationships. A growing, \$5M-firm, we have, for close to four decades, provided guidance and expertise to tackle the thorniest issues—ones often rooted in a misalignment between important organizational goals and individual beliefs about what it will take to achieve them. We come to our work as curious problem-solvers. Our heritage as the Wharton School's only multi-disciplinary, applied research center lives on in our continued dedication to advising leaders on complex organizational issues where both people and performance matter.

CFAR has always been a consulting firm with an “applied” focus: we bring ideas to life through our work, using them to resolve very practical dilemmas that get in the way of organizational excellence. And we remain on the cutting edge of the problems that our clients face today, whatever they are—those that are often not yet clarified, systematized, or understood. Though the world may have changed, our mission remains the same as the day we were founded: to help leaders activate organizations to achieve their highest aspirations—productively, meaningfully, profitably, and with impact. We partner with leaders in a variety of organizational types and industries, including healthcare, family enterprises and owner-led businesses, higher education, and other for- and non-profit entities.

### **We have several distinctive characteristics:**

- Our people are our greatest strength. We are passionate about our work—with our clients and with each other as we grow our firm.
- Our approach embraces the fundamentals of both economics and human behavior—because we know that one informs the other in any organizational system.
- We have a proud history of applying new ideas to novel, complicated problems for which traditional solutions have been found ineffective, particularly in organizations with multiple stakeholders holding diverse interests.
- We engage in rigorous and creative analyses of our clients' business dilemmas, help our clients work through their dilemmas to reach solutions appropriate to their organizational culture, and equip them with the skills and structure to sustain change going forward.
- We embrace the value of different disciplines and perspectives, which is reflected in the wide variety of advanced degrees our consultants have earned—including business, economics, anthropology, public health, psychology, political science and diplomacy, and communications.
- We aspire to be a firm where each of us feels motivated by our purpose, collaborates to achieve our strategy and goals, grows professionally, and personally contributes at our highest potential. To best deliver on our aims, we seek to be rich in diversity of all kinds and focus on practicing inclusion.
- We are committed to helping every person at our firm become lifelong learners, with committed annual development plans for each person.
- Our project teams consist of senior lead consultants, supported by Analysts and Managers. Internal administrative work (IT, finance, communications, etc.) is managed by our Support Staff.