

JOB POSTING – CHIEF FINANCIAL OFFICER

POSTING DATE: February 10, 2026

POSITION SUMMARY

The Upjohn Institute for Employment Research is seeking a skilled and experienced Chief Financial Officer (CFO) to provide oversight and leadership for the fiscal operations of the organization. As a key member of the senior leadership team, the CFO oversees long and short-term financial planning and accounting operations, as well as stewardship of the organization's endowment fund, ensuring fiscal integrity and long-term sustainability in support of the Institute's mission. Working in close collaboration with the President and other senior leaders, the CFO develops long-term business objectives while evaluating the organization's financial needs and performance against its fiscal goals. The CFO also provides leadership and supervision of the accounting department, ensuring effective management of staff and financial operations.

KEY RESPONSIBILITIES

- Develop and implement long and short-range financial strategies, including plans which maximize the Institute's ability to successfully achieve its mission, while ensuring financial viability.
- Provide strategic leadership on organizational decision-making and oversee implementation of the strategic plan, including the development of goals and initiatives.
- Oversee the endowment investments, ensuring sound financial practices that align with established policies.
- Create annual budgets, in collaboration with leadership and department managers.
- Working with the President, present the annual performance plan and budget for approval by the Board of Trustees.
- Review department spending against goals during the year, meeting regularly with the President to develop options to ensure meeting targeted spend rates against the endowment.
- Develop financial processes that facilitate accurate and timely information concerning cash, revenue, and expenses, while utilizing various software systems—including Sage Intacct, UKG Ready, SAP Concur, and Omnidek—and identifying strengths, weaknesses, opportunities, and threats that aid in making proactive financial decisions.
- Ensure accurate and timely financial reporting, including preparation of monthly, quarterly, and annual financial statements and related reports.
- Coordinate annual financial audits, federal single audits, tax filings, and State monitoring audits.
- Lead the accounting department, including staff supervision, performance management, and professional development.
- Maintain effective internal controls and compliance with GAAP, nonprofit accounting standards, and applicable federal and state regulations, while adhering to confidentiality standards.

POSITION REQUIREMENTS

- Master of Business Administration (MBA) or an equivalent advanced degree.
- CPA certification and experience with endowment management are highly advantageous.
- Eight or more years of progressive experience in fiscal and staff management.
- Demonstrated contract management and oversight experience.
- Experience with various software systems, including Sage Intacct, UKG Ready, SAP Concur, Omnidek, is beneficial.

WAGES & BENEFITS

Starting salary for this position is \$150,000 - \$180,000 based on experience. The Institute's generous benefit package offers health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WORK LOCATION

The Upjohn Institute is located in Kalamazoo, Michigan. This is a hybrid position which requires weekly on-site work.

WHO WE ARE

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age, height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit resume and letter of interest to hr@upjohn.org.