



Sarah Hershberger

Chief Financial and Operating officer

Consensus Building Institute, Inc.

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EXPERIENCE

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| 2023 | <p>Consensus Building Institute Cambridge, MA
<i>Chief Financial and Operating Officer</i></p> <ul style="list-style-type: none">• Manages the firm's financial, accounting, contractual, banking, and human resource functions. |
| 2016-2022 | <p>ORCID, Inc. (Open Researcher and Contributor IDentifier) (501c3) Bethesda, MD
<i>Director of Finance & Operations</i></p> <ul style="list-style-type: none">• Administered finance and accounting at ORCID through the management of the annual budget, monthly reporting, quarterly forecasting, cash flow analysis, month-end close process, Board reporting, the audit and tax return process, and procurement and vendor management.• Managed the staff accountant in all transactions including G/L entries, account reconciliations, expense reporting, A/R and A/P management, inventory management, payroll, and bank account management.• Oversaw managing and maturing human resource functions including contract review, recruiting, staff onboarding, benefit administration, payroll, legal compliance, staff compensation, the annual performance review process, and creating and managing internal policies.• Managed and matured internal information sharing processes and tools. Engaged in ORCID's maturation through the development of internal policies and procedures.• Oversaw corporate administration through federal and state registrations and reporting, Board elections, risk management, domain registrations, copyright renewals, etc. |
| 2015-2016 | <p>Homeless Services Center (501c3) Santa Cruz, CA
<i>Director of Finance & Administration</i></p> <ul style="list-style-type: none">• Managed fiscal administration including overseeing the bookkeeper in all G/L entries, account reconciliations, expense reporting, A/R and A/P management and payroll; closing out month and year end and preparing and analyzing financial reports; effectively communicating and presenting critical financial matters to the Board of Directors; administering all banking and monitoring and analyzing cash flow; and preparing and submitting program/grants budgets and financial reports to funding sources as required.• Managed budgeting and planning process for the organization; monitored progress and changes and kept leadership team abreast of the organization's financial status. Responsible for preparing quarterly forecasts. |

- Coordinated and led the annual audit process, liaised with external auditors and the finance committee of the Board of Directors; assessed any changes necessary.
- Updated and implemented all necessary business policies and accounting practices; improved the finance and accounting policy and procedure manual.
- Supervised the Grants Manager in grants and contract administration including monthly or quarterly billing and reporting with our funding sources (HUD, SSVF). Assisted in the financial portion of the grant application process.
- Managed the HR Manager and oversaw HR administration including the enhancement of professional development, compensation and benefits, employee relations, performance evaluation, recruiting and onboarding.
- Managed administrative functions for HSC such as legal affairs, tax reporting, procurement and vendor management. Oversaw the Office Manager and maintenance and janitorial staff.

2014 US Peace Corps Swaziland (eSwatini)
Training Office Manager

- Oversaw financial management including budgeting and managing weekly petty cash, negotiating for services with training suppliers, and expense management.
- Managed the training office and administrative systems including vehicle use and maintenance and ensuring office equipment is in proper condition.
- Managed training logistics, including overseeing inventory of training equipment and materials and facility management.

2013-2014 MA Department of Conservation & Recreation Boston, MA
Business Manager

- Served as the financial manager. Responsibilities included budget planning, managing expenditures, supervision of A/P clerk, and serving as the regional lead on fiscal matters.
- Managed encumbering funds and tracking capital and special project monies.
- Provided administration for the regional headquarters including directly supervising a staff of three administrative personnel, overseeing building and grounds maintenance, and managing operational needs.
- Oversaw procurement for the region ensuring purchases are made according to state-wide contracts, serving as the contact for vendor issues, and managing inventory.
- Assisted in the personnel management for regional staff including recruitment, payroll, performance evaluations, and employee relations.

2011-2012 All Out Africa Swaziland (eSwatini)
Operations Manager

- Planned the annual budget, managed program expenditures, project reconciliations and disbursements, and processed and recorded payroll.
- Managed 10 operations team members, visited projects to assess operational needs, improved operational systems, and assessed project outputs.
- Managed Bookings & Marketing Coordinator, oversaw marketing campaigns to increase brand awareness, further developed volunteer and agent management.
- Oversaw volunteer orientations and debriefings, food and accommodation, and assessed volunteer satisfaction.

2008-2011 Fresenius Medical Care Boston, MA
Compensation Program Manager

- Provided salary administration support to ensure consistent and fair compensation adhering to all relevant regulatory and company requirements and applying cost effective strategies to support business objectives and the company bottom line.
- Provided support, analysis and guidance to management teams on issues pertaining to salary administration including advising and recommending salary rates for promotions, new hires, equity adjustments, market adjustments and other compensation issues.
- Analyzed market data to make recommendations to the local management team on compensation strategies and salary structure development during the survey process.

EDUCATION

2003-2006 Boston College Boston, MA
Master's in Business Administration

1996-1999 Penn State State College, PA
Bachelor of Science in Psychology