Chief Financial Officer

POSITION SUMMARY:
The Chief Financial Officer (CFO) plays a key role in setting the financial direction and is responsible for the fiscal management and financial operations of the Agency. The CFO is responsible for maintaining the integrity of all fiscal and accounting activity and reporting within the agency including grant fiscal reporting. The CFO also is responsible for the risk management practices of the agency.

The CFO reports to the Chief Executive Officer (CEO) and is a member of the senior management team. The CFO provides staff support to the Finance Committee, the Audit Sub-Committee, and the Board of Directors.

DUTIES AND RESPONSIBILITIES:

Strategy

• Actively participate and contribute to the organization’s overall short and long-term strategy in developing new business, identifying new funding opportunities and determining cost effectiveness of prospective business units.
• Provide proactive financial and strategic planning including:
  o Review the Financial Strategic Plan and update when necessary.
  o In coordination with the CEO review and propose any updates to the investment policy to the Finance Committee and Board.
  o Working closely with the CEO and COO, review, plan, and budget for the long-term capital needs and technological infrastructure.
• Provide strategic recommendations to the CEO and COO related to financial analysis of programs and overall organization management.

Financial and Operational Management

• Develops and maintains systems of internal controls to safeguard financial assets of the organization.
• Oversees the utilization of Government Funding, especially County and State Grants and Contracts. Makes sure that billing and compliance is accurate and timely
• Prepare all financial statements in accordance with GAAP, financial analysis, budgets and forecasts for presentation to the Finance Committee and the Board of Directors.
• Working with the COO and program department heads, develop the annual operating budget and semi-annual capital budget.
• Manage and monitors cash flow budgeting and forecasting to ensure the organization’s cash requirements are covered on regular basis.
• Review and approve weekly Accounts Payables payments
• Oversees Accounts Receivables and makes timely decisions on program fee structure and uncollectable accounts.
• Reviews and approves bi-weekly payroll
• Maintain accurate and timely general ledger with proper subledger interface.
• Provide supervision to accounting staff, and maintain fiscal internal control policies and procedures.
• Lead the annual financial and 403b audits and completion of the 990 tax return and the 5500 pension return.
• Working with the COO, complete required fiscal budgets and reporting for funding sources including but not limited to County, State, and private grantors.
• Supervise external Investment Manager relationship, record and reconcile investment activity.
• Manage lending and other banking relationships.
Other Administrative

• Provide oversight of the Agency’s risk management program including annual review of insurance coverage.
• Working with the CEO and Human Resources generalist, perform financial review/analysis of employee benefit programs.
• Participate as an active member of the senior and cross-functional teams.
• Analyze and manage the relationship with the external IT Service Provider.

QUALIFICATIONS:

• Bachelor’s in Management, Business, Accounting or Finance; advanced degree such as MBA, CMA or CPA preferred
• 5+ experience in accounting and financial management in the nonprofit sector
• Demonstrated experience in developing budgets, financial analysis, managing audits, and preparing financial statements.
• Technologically proficient and proven effectiveness developing and managing staff.
• Ability to work with all departments, a diverse staff and management team, and an active Board and Finance Committee.
• Excellent communicator.
• Ability to plan, organize, and think strategically, has a creative approach to problem solving, and is flexible in a dynamic environment.
• Proficient in use of Excel, Word, Financial Edge NXT (Blackbaud) and Sage/MIP Accounting software. Knowledgeable in use of MS Outlook and server administration.

Competencies

• Problem Solving-Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
• Written Communication-Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet audience requirements; Presents numerical data effectively; Able to read and interpret written information.
• Oral Communications-Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; participates in meetings.
• Judgement-Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; makes timely decisions.
• Organizational Support-Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
• Adaptable-Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
• Leadership – Capable of leading and mentoring the staff under their supervision; leads with example, trains the Finance Team and other staff on raising awareness and knowledge of financial management matters.
• Professionalism-Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.