



## **VICE PRESIDENT ADMINISTRATION & FINANCE/CFO**

### **Competencies and Job Specifications**

1. Executive Management
  - Serve as a member of executive leadership team
  - Participate in key decisions pertaining to strategic initiatives, operating model and operational execution
  - Lead and perform special projects including supervision of start-up departments as determined by the Board of Directors or the Chief Executive Officer
2. Financial Planning and Analysis
  - Prepare and maintain regular financial planning reports; Monthly profit and loss forecast by division (vs. budget)
  - Complete analysis of financial results; Develop recommendations (strategic and tactical).
  - Develop and execute analysis of various business initiatives
  - Develop and maintain capital budget.
3. Finance
  - Oversee cash flow planning and ensure availability of funds as needed.
  - Oversee cash, investment, and asset management.
  - Oversee financing strategies and activities, as well as banking relationships.
  - Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
4. Planning, Policy, and Board Relations
  - Coordinate the development and monitoring of budgets.
  - Develop financial business plans and forecasts.
  - Participate in corporate policy development as a member of the senior management team.
  - Engage the finance committee of the board of directors to develop financial plans and projections.
  - Represent the company to financial partners, including financial institutions, auditors, public officials, and the like.
  - Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

## 5. Accounting and Administration

- Oversee the accounting department including the supervision and the development of the staff to ensure proper maintenance of all accounting systems and function including all billing, payables, receivables and payroll.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state, city funders and board of directors
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

## 6. Team Management

- Mentor and develop a staff of eleven, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team
- Guide larger, cross-divisional teams outside of direct span of control for the betterment of the organization

## 7. Accounting Activities

- Oversee preparation of month-end and year-end financial statements
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations
  
- Enhance and implement financial and accounting systems, processes, tools and control systems
- Serve as final point of escalation for Accounts Receivable/Accounts Payable Issues
- Manage preparation and support of all external audits in a satisfactory manner

## 8. Cash Management

- Oversee weekly cash management including disbursement approvals
- Oversee receivables including any collection activities

## 9. Insurance/Banking/Real Estate/Legal Affairs

- Manage the company's insurance program with appropriate consideration for organization risks
  - Manage the company's banking relationship including operating accounts, mortgages and line of credit
  - Manage the company's real estate affairs including on-going lease arrangements and negotiations for new leasing arrangements
- Serve as a point of contact for outside legal counsel for matters as determined by the CEO

## 10. Technology

- Maintain and/or develop finance and accounting software.
- Work closely with Senior Managers in securing state of the art technology and systems.
- Manage relationship with Technology support providers.

### Job Requirements of Chief Financial Officer

1. A minimum of a MBA in business or finance; a CPA and/or JD would be a plus.
2. At least five years experience as CFO or senior manager, preferably in a nonprofit organization with a budget of at least \$10 million.
3. Deep knowledge and understanding of state Medicaid reimbursement systems.
4. Experience working with information technology staff to manage finance and accounting software packages.
5. Excellent written and oral communication skills.
6. Demonstrated leadership ability, team management, and interpersonal skills.
7. Excellent analytical and abstract reasoning skills, plus excellent organization skills.
8. Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
9. Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting. Experience with federal and state contracting systems