|  |  |
| --- | --- |
| JOB TITLE: | **Chief Financial Officer (CFO)** |
| PROGRAM / DEPT: | Finance Department | **FLSA STATUS:**  |   Exempt |
| **REPORTS TO:** | **Chief Executive Officer (CEO)** | **SUPERVISOR OR MANAGER:**  |  Yes |
| NON-UNION or UNION: | Non-Union | **UNION CLASSIFICATION:** | N/A | **UNION TITLE:** | N/A |
| **CREATED DATE:** |   07/19/2019 | **REVISED** **DATE:** |  07/22/2019 | **REVIEWED** **DATE:** |  07/19/2019 |

**PROGRAM & POSITION SUMMARY**

Founded in 1907 and rooted in our faith traditions of charity and justice, Catholic Charities of the Archdioceses of San Francisco supports families, aging adults and adults with disabilities, and youth through human services and opportunities for healthy growth and development across San Francisco, San Mateo, and Marin counties.

Catholic Charities’ FY20 operating budget is $50M and we have approximately 600 employees across the San Francisco, Marin, and San Mateo counties and Occidental CA.

The Interim CFO will possess a holistic understanding of the financial workings of Catholic Charities. S/he will manage all aspects of financial matters and decision making. The Interim CFO will help oversee all the financial operations of the agency, including accounting, financial reporting. S/he will build systems that aid in the management of all aspects of financial matters and decision making, while identifying process improvements. The Interim CFO will direct the agency's financial goals, objectives, and budgets. S/he will oversee the investment of funds held by the agency and assess and manage associated financial risks. The Interim CFO will establish efficient systems that provide cash management, the right financial controls, and overall good financial stewardship. The Interim CFO will execute revenue generating strategies to support the agency's expansion. S/he will serve as interim during the search for up to one year.

The Interim CFO will be a strategic thinker and be able to report on historical, current, and future financial condition of Catholic Charities. The Interim CFO is an integral part of Catholic Charities’ financial future. S/he will project the long-term financial sustainability of Catholic Charities. The Interim CFO must be able to effectively communicate recommendations for how Catholic Charities can thrive based conducting multiple analyses, best practices and market trends.

**Reporting Relationships:**

The Interim CFO reports to the CEO and, periodically, to the Board of Directors. S/he will be a key member of the executive leadership team and administrative council. S/he will be executive staff member responsible to the Finance and Audit Committees of the Board of Directors. The Interim CFO will be responsible for leading and directing the Finance department’s staff including the Controller, Budget & Planning Manager, and the Director of Contracts & Grants., S/he will also direct those responsible for producing annual Tax and other compliance documents and reports.

**The Ideal Candidate**

The ideal Interim CFO candidate will set strategy and vision, build the Catholic Charities culture, lead the senior team, and allocate capital appropriately. S/he will lead with humility and respect, and be a model servant leader. Working with the Board and the CEO, the Interim CFO will set important financial and investment goals for the organization and work systematically to meet them.

One of the first priorities will be for the Interim CFO to help define Catholic Charities’ financial priorities and direction. S/he will assess and evaluate strategies, decide how the organization will differentiate itself from other social justice organizations in the region, and will hire team members, set budgets, forge alliances and build partnerships to further our mission. The CFO will be an ambassador for Catholic Charities to build its financial reserves and goodwill. He or she will secure resources, budget and allocate resources appropriately and hold him or herself accountable for the financial health of the organization.

The Interim CFO will:

**ESSENTIAL DUTIES & RESPONSIBILITIES**

* Serve as internal consultant to the CEO, Chief Operating Officer (COO), Chief Development Officer (CDO), VP of Client Services, Board of Directors, Board Treasurer, Chair of the Audit and Financial Board Committees, and other key stakeholders on all financial matters, including, but not limited to making recommendations and suggesting pro-active strategies to keep Catholic Charites on track;
* Provide oversight for and manage all budgets, forecasts and internal financial plans and processes;
* Support accounting, general ledger and operations functions, ensuring that systems are in place to guarantee timeliness and accuracy;
* Drive best financial practices within Catholic Charities by publicizing standard operating procedures, keeping the senior leadership team, Board and staff up-to-date on Catholic Charities’ financial status and by generally serving as a point of reference for all growth plans and projects within Catholic Charities;
* Explore and suggest how Catholic Charities can invest its reserves and resources to generate passive income;
* Review short and long-term goals in light of existing and projected financial resources available;
* Create data driven long- and short-term goals, budgets and forecasts;
* Participate in all internal planning regarding Catholic Charities’ proposed program expansion, to ensure alignment of program, outreach and training plans with financial projections;
* Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally competent services and work effectively in cross-cultural situations.
* Establish annual priorities and benchmarks and conduct regular reporting, measuring projections against actual performance;
* Generate weekly, monthly, quarterly and annual reports as needed to monitor, evaluate and optimize cash-flow and liquidity;
* Build relationships with banks, donors, vendors, outside consultants and others as needed to keep close to Catholic Charities’ major expenditures and sources of revenue;
* Utilize technology to optimize all reporting and analytical functions;
* Ensure that Catholic Charities meets critical regulatory and legal compliance benchmarks;
* Keep up with new trends in the financial industry by participating in professional development and sharing this information with the senior leadership team; and
* Build a top-tier internal finance team by actively recruiting, training and developing talented accountants, analysts, consultants, auditors, tax planners and payroll staff, as needed.

**QUALIFICATIONS**

**Key Credentials and Personal Qualities**

* Bachelor's Degree in Accounting, Finance, Management, Non-Profit Management, or related degree
* MBA from Top 25 Business School preferred
* CPA preferred; Top Accounting Firm experience desirable
* At least 8 years of senior financial leadership experience
* 3-5 years of people management experience
* More than 15 years' experience total accounting/finance experience
* Experience at integrating IT/Systems to improve accounting productivity and accuracy
* Experience at working with external auditors, compliance and regulatory oversight
* Commitment to results; 'can-do’ mindset; outstanding problem-solving ability
* Experience at change leadership and change management
* Strong motivational and staff leadership abilities
* Excellent analytical, communication and presentation skills
* Sense of humor, integrity, personal sense of accountability
* Knowledge of Office Suite and Excel and familiarity with software like Salesforce and QuickBooks

**Prerequisites Required Prior to the First Day of Employment:**

|  |  |  |
| --- | --- | --- |
| Fingerprints: **Required**  | TB Screening - Negative Tuberculosis Test:  **N/A** | First Aid Certificate: **N/A** |
|  |  |  |

**Council on Accreditation (COA) roles**

Serves on committees to ensure continued compliance with Council on Accreditation requirements.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

* Intermittentbending, standing, stooping, kneeling, reaching, twisting, and walking.
* Intermittent lifting, pushing, and pulling.
* Intermittent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
* Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
* The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading.
* Driving is required for this position.

If driving a car is required for the position, incumbent must have a valid California driver's license and be able to provide proof of DMV record and personal insurance (if required.)

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

*CATHOLIC CHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

*To apply, please send resume, cover letter, or inquiry to Jason Mandieta:* [**Jmendieta@CatholicCharitiesSF.org**](file:///C%3A%5CPersonnel%5CJmendieta%40CatholicCharitiesSF.org)