

Position Title: Chief Financial Officer (CFO)

Area/Program Focus: Finance/Accounting

Position Summary: The Chief Financial Officer (CFO) supervises the strategic direction and operational oversight of the Finance/Accounting Department. The CFO is responsible for creating and managing an effective and streamlined administrative/financial system. Responsibilities include accounting, financial reporting, entrepreneurial activities, investments, banking relations, budgeting, benefits, grant billing and other financial activities as necessary and assigned. As a member of the leadership team the CFO is jointly responsible for the efficient and effective operation of the agency.

Reports to: Chief Executive Officer (CEO)

Supervisory Responsibility: Accounting staff.

Budget Administered: Responsible for administration of agency and department budget

Responsibilities: All responsibilities will be in line with the Council on Accreditation (COA) standards.

Overall Leadership:

- Commitment to the Mission and to Organizational Sustainability: Model commitment to CCEB mission and planning for sustainable organizational future of services, including work with the executive team and representation of the agency.
- Executive Team Collaboration: Work with other members of the executive team to create and continually represent a unified leadership perspective.
- Culture: With the other members of the executive team, ongoing work toward maintaining a results-oriented, learning organization culture to increase positive social impact.

Strategic Management:

- Overall Organizational Strategy and Indicators: Help guide the development of the overall organizational strategy and key indicators of success.
- Program Strategy and Indicators: Based on the overall organizational strategy and strategic plan, guide development of program strategy and indicators.



- Strategy Implementation: Guide the implementation of organizational and program strategy within Programs and Services.
- Systems Strategy: Investigate and implement system design changes (policies, processes, software) that enable Agency to focus on Mission.

Essential Responsibilities:

- Work with leadership and team to develop agency strategies, policies, and practices for best management practices and to ensure compliance with regulatory requirements.
- Lead the development, implementation, and monitor of financial policies and procedures for effective internal control over receipts and disbursements and correct allocation in the accounting system.
- Monitor financial health of agency and work with leadership team to develop and implement action plans to ensure the agency remains viable.
- Supervise financial operations and accounting staff in financial reporting, accounts payable, payroll, billing, and cash receipts.
- Provide coaching and professional development opportunities for accounting staff.
- Lead the development of the annual budget process.
- Lead proper financial analysis, financial reports for management and board of directors.
- Provide staff support for Board of Directors, Finance & Investment, and Audit committees.
- Lead the work with government grantors as needed to obtain clarification of grant terms, timing of granting process, method and timing of billings, allowable expenses, and additional reporting as required.
- Ensure contract billing preparation and monitor accounts receivable for timely payment.
- Supervise the preparation of budgets and other grantor specific reports for grant proposals and final accounting for grantors to assist development efforts.
- Facilitate the annual audit process and draft the GAAP financial reports. Ensure no audit findings through compliance with internal control procedures and proper transaction recording and documentation.
- Administer 403b plan, which includes ensuring timely 5500 filing and audit.
- Ensure all quarterly and annual filings have been made. These include payroll tax returns and bureau of labor reports, 1099's, sales tax returns, annual 990, 199, and RRF-1, welfare exemptions, business property tax returns, and business licenses.



Culture of Philanthropy:

- A culture of philanthropy is where each person in the organization serves as an ambassador by promoting the organization's mission and giving to the agency. The Director is an ambassador for the agency through his/her cultivation efforts in the community working with various community leaders, other agencies, foundations, and donors.

Success Metrics:

- Creation of a fully functional and strategic Finance & Accounting department that fosters collaborative relationships with programs, Board of Directors and funders.
- Finance & Accounting department demonstrates excellent customer service orientation in all of its transactions with internal and external partners.
- Policies and procedures are well thought through and implemented in a consistent manner.
- Communication with Finance & Accounting staff is conducted regularly and consistently. Programs and other departments are apprised of key Finance & Accounting changes in procedures, system implementation, or other key projects that have impact on workflow or work processes.

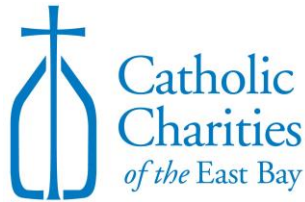
Agency Culture:

The business and social environment we operate in today has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:

- A commitment to the agency's mission, vision, and values.
- A commitment to excellence in everything we do.
- A commitment to accreditation as well as performance and quality improvement.
- A commitment to outcomes and measured results.
- A commitment to innovation and to what is possible.

Qualifications/Requirements:

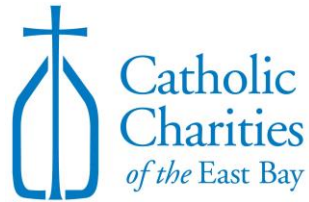
- B.S. Accounting; MBA a plus
- 10 years accounting, 5 years nonprofit management
- At least five years' experience as Director of Accounting or equivalent, with a budget of at least \$10 million



- 5 years supervisory experience
- Strong analytical skills
- Ability to work independently and under tight deadlines.
- Ability to work with leadership and management in a professional manner.
- Proficient in Microsoft office, Excel, Word, Fund accounting software, preferably Sage MIP
- Responsive to the needs of both internal and external parties
- Ability to communicate effectively both orally and in writing
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team
- Personal qualities of integrity, credibility, and a commitment to Catholic Charities' mission
- Proven leadership skills

Core Competencies:

- Highly effective leadership; demonstrates a fundamental respect for the dignity of others. Works collegially and is a proven team builder. Inclined to coach and teach in order to improve knowledge and ability of others but holds people accountable for results.
- An innovator, capable of creating or seizing opportunities to improve service effectiveness and client outcomes and build strategic partnerships with other organizations.
- Understands and values quality improvement; applies managerial and technical skills to measure and improve efficiency and effectiveness and ensure compliance with all regulatory and contractual obligations. Able to effectively address overlapping projects and deadlines. Adaptable and reliable in face of conflict, crisis, or changing priorities.
- Able to lead a team in managing multiple and often simultaneous tasks and in creating a work environment recognized for a high level of organization, timeliness, cost-effectiveness, accuracy, and results.
- A demonstrated commitment to diversity and inclusion; valuing a diversity of perspectives and encouraging contributions by all team members.
- Politically astute and tactful; attentive to the perspectives and competing interests of various internal and external stakeholders.
- Ability to thrive in a flexible, fast-paced, accredited, and growth oriented environment while maintaining a positive solution oriented approach.
- Excellent analytical, correlation, reasoning, and problem solving skills.
- Aptitude for data mining and report generation.



Work Environment

Hybrid work schedule with 60% in-office including Tuesdays and Thursdays onsite. Ability to perform basic computer desk work, the employee is required to stand, walk, reach above shoulders, and climb or balance. The employee may occasionally lift and/or move up to 25 lbs. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions.

Salary and Benefits

Salary Range - \$185,000-\$195,000

This position is eligible for excellent benefits, including:

- 15 days of Vacation for 1st year staff, 20 Days after 1 year anniversary
- Sick pay + personal time off
- 10+ Holidays, including Christmas day through New Year's off.
- Medical, dental and vision insurance,
- Life and disability insurance.
- Flexible Spending Accounts
- Up to 3% employer match on 403(b)

Equal Employment Opportunity

Catholic Charities East Bay does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Catholic Charities East Bay is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Interested Candidates should apply at:

<https://cvnl.zohorecruit.com/jobs/Careers/52123000003508007/Chief-Financial-Officer-CFO?source=CareerSite>