

**YWCA NORTHERN NEW JERSEY
JOB DESCRIPTION**

To Be Completed by Human Resources

Job Code:

Grade:

FLSA Status: Non-Exempt

Job Title: Chief Financial Officer (CFO) (Full Time)

Supervisor's Title: Chief executive Officer (CEO)

Department: Finance

Job Summary

The Chief Financial Officer (CFO) is responsible for all aspects of the financial operations for the agency. Reporting directly to the Chief Executive Officer (CEO), the CFO provides accounting, budgetary, operational and programmatic support to all agency programs and activities. The CFO directly oversees and supervises the financial/accounting staff and other departments as directed by the CEO. The CFO is the primary agency contact for all contractual matters, proposals for new or extended programs and new business development. The CFO serves as an active member of the Executive Management Team helping to develop and implement the agency's vision and mission.

Key Responsibilities

- Actively manage the day to day accounting and financial operations of the agency.
- Develop budgets for the agency as a whole, individual programs, and new/proposed/expanded services, including the preparation of budget revisions as needed.
- Prepare, analyze and present monthly financial reports for the agency, its programs, and activities.
- Report on financial results and issues to the CEO and Board of Directors.
- Also, sets agenda and is accountable to Board Finance sub-Committee.
- Oversee and review the preparation of all program financial reporting required for funding sources.
- Manage the Billing, Accounts Receivable and Accounts payables functions/staffs and the integration of billing information from the Electronic Health Record system into the accounting system.
- Provide day to day financial management of the organization
- Oversee the agency's investment portfolio and banking activities; actively manage cash flow to ensure it meets agency needs.
- Manage the negotiation and execution of agency contracts with funding sources, vendors, and collaborative service providers.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Monitor changes in legal, regulatory, and administrative environments and implement changes in procedures and needed to maintain compliance while maximizing operational and financial results.
- Manage the agency's liability insurance program, including ongoing risk analysis.
- Partner with Human Resources Director to review efficiency/effectiveness in partnership with of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Serve as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.

Qualifications

Education/Experience:

- Undergraduate degree from an accredited college or university; with Master's degree preferred.
- Five to seven years of senior management experience with an organization with operations in excess of \$5 million per year and over 100 employees in the human services sector, preferably with a non-profit agency.
- Managerial experience with non-profit social service agency providing services under contract with the State of New Jersey a plus.
- Certified Public Accountant designation a plus.

Knowledge Of:

- General accounting and financial reporting procedures in accordance with the State of New Jersey OPM Cost Standards, GAAP, and OMB Circulars A-133 and A-122.
- State of New Jersey contract/grant budgeting/reporting procedures and requirements.
- Human Resources related laws, regulations and practices.
- Payroll reporting and processing of payroll taxes.
- Employee benefits, including the management of health care and retirement plans.
- Current Health Care sector environment and trends.
- Electronic Healthcare Record system.
- General office software, particularly Microsoft Office Suite, and accounting software packages.

Ability To:

- Manage and oversee all aspects of the financial/accounting management function.
- Create, analyze and report on financial statements and budgets.
- Supervise staff, develop job descriptions and provide performance evaluations and improvement plans.
- Analyze and solve problems effectively and efficiently.
- Communicate effectively both verbally and in writing.
- Work well with, and be responsive to the needs of, internal and external customers, including the Board of Directors, funding sources, other provider organizations and Program Directors.
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Assimilate new information and technology.
- Foster and cultivate business opportunities and partnerships.

Other:

- Must be: highly ethical with a high level of integrity; self-motivated; dependable and reliable; detailed oriented; able to interface easily with staff, other senior management personnel, and funding sources.
- Must be able to interface easily with staff, other senior and executive management personnel, and funding sources.
- Must be able to meet routine office physical demands including climbing stairs, carrying up to 20-pound objects and possessing the dexterity and vision to operate office computers and equipment.
- Must possess a valid driver's license.

Additional Comments (If applicable)

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

Please submit a resume to: jobs@ywcannj.org