

Chief Financial Officer

Title: Chief Financial Officer

FLSA Status: Exempt

Date: July 2022

Position Summary:

The Chief Financial Officer (CFO) is the organizational leader and strategic partner to the senior management team. They will have a broad view knowledge of WDC/HOC business operations part of the organization's management team and leads the organization on issues such as: administration and operation of WDC/HOC's financial management systems, system of internal controls; contract oversight and grant funds management, cost allocations, financial reporting, financial forecasting, bank reconciliations, development of Annual Budgets, preparing organizational cash-flow models, oversight of payables, journal entries, preparing, producing and distributing financial reports including variance explanations and management comments, coordinating WDC/HOC's and affiliates annual audits by external auditors; keeping up with changes and updates to GAAP, IRS procedures and applicable laws, funder and investor requirements and assuring organizational policies and procedures are current.

Reports to: Executive Director

Essential Duties and Responsibilities:

- Works with the Executive Director, Senior Management Team, Board Treasurer, Finance Committee, and the Board of Directors to assure that the financial information compilation, recordkeeping, and accounting system of the organization complies with FASB standards, as well as those of major funders as necessary.
- Responsibilities cross all lines of business and require daily interdepartmental collaboration and leadership.
- Oversee and collaborate interdepartmentally on capital needs assessments.
- Oversee debt and reserves management.
- Provide timely, detailed, and accurate information, projections, reports, and analysis to assure that staff and Board are cognizant of the financial position of the organization and can exercise their fiduciary responsibilities easily and with a high level of comfort.
- Collaborate with other management team members on budgeting and tracking business line revenue and expenses, as well as other financial management information.
- Maintain internal controls, accounting system and records.
- Develop, monitor, and ensure a system of internal controls including, but not limited to the separation of duties between those employees charged with cash management, approval of all entries into the WDC/HOC's general ledger and other administrative controls designed to safeguard WDC/HOC assets.
- Maintain WDC/HOC books and records in conformance to Generally Accepted Accounting Principles (GAAP).
- Oversee contract administration, billing, receivables, and collections.
- Conduct forecast and reconciliation processes.

- Oversee financial aspects of strategic planning and initiatives.
- Provide fiduciary and management support.
- Oversee property management and real estate development financial reports; oversee office operations and assure adequate resources and support for operations, as well as working with HR/Operations to maintain office policies and procedures for WDC/HOC lines of business; ensuring safekeeping of all organization assets; maintain insurance coverage and asset protection policies as necessary.

Staff Supervisory Responsibilities:

Oversee the Finance Department, directly supervising the Accounting Manager who has 2 direct reports (the Accountant and the AP/AR clerk), and the Financial Analyst/Asset Manager. Responsibilities include interviewing, hiring, and training subordinates; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving conflicts and/or problems.

Consultant/Vendor Supervisory Responsibilities: Oversee Auditor(s) and Operations Consultant.

Other Duties & Responsibilities: Participation in evening meetings at least once monthly with Board of Directors.

Education and Experience:

- Bachelor's Degree in Accounting, Finance or related field required.
- CPA, and/or MBA or MPA preferred.
- At least ten years demonstrated experience in complex financial accounting, non-profit 501(c)(3) accounting, federal grants reporting or public accounting and auditing.
- Proven success in financial and accounting management, preparation of financial documents in publishable formats for non-financial audiences; experience with GAAP.
- Experience with real estate risk assessment; experience with real estate development, property management and asset management processes, as well as other community building initiatives; experience working with a community Board of Directors helpful.
- A desire to create positive social impact.
- Comprehensive computer skills: highly proficient to expert in MS suite/excel
- Real Page Financial Suite desired.

Licenses, Registrations and Certifications: Bondable and insurable by organization's insurers.

Knowledge, Skills, and Competencies:

- Extensive knowledge of Real Page fiscal management software ideal.
- Knowledge of nonprofit fund accounting and reporting principles and practices.
- Knowledge of affordable housing development and management and community development funding, financing, and subsidy sources.
- Advanced user of Excel and other Microsoft business application software, Adobe Acrobat Pro, and Accounting software.
- Strong analytical skills and excellent attention to detail.
- Ability to plan/coordinate multiple projects.
- Ability to handle sensitive information and documents with confidentiality.
- Demonstrated ability to work independently and as part of a team.
- Creative and persistent problem-solving orientation.
- Willingness to work a flexible schedule, including some evenings and weekends during critical application periods.

- Excellent organizational skills and the ability to prioritize multiple tasks and duties.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Bilingual (English/Spanish) is a plus but not required.
- Superior management skills.

Physical Demands:

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

Sufficient mobility to work in an office setting. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands; and talk or hear. Must be able to concentrate for long periods of time, viewing computer screens and reports-potential for eye strain. Extensive use of computer keyboard.

Work is performed primarily in a busy office environment under pressure and requires the ability to quickly adjust to changing priorities and demands. The noise level in the work environment is usually moderate. Use of phones, computer, fax, and other general office equipment. Work is performed with an extensive degree of independent judgment and action under the direction of the Executive Director.

I have read the above job description and have had the opportunity to ask questions to clarify any part of it that is unclear to me. I understand what is expected of me in this position.

Employee Signature and Date