



**FAMILY ELDERCARE**  
**Chief Fiscal Officer**  
**Job Description**

Job title: Chief Fiscal Officer	Reports to: Chief Executive Officer
Program: Administration	Work Location: 1700 Rutherford office but with potential to be hybrid.
Position Status - Full-time FLSA Classification - Exempt	Starting Salary: \$120K

Reporting to the Chief Executive Officer, the **Chief Fiscal Officer** (CFO) will assess the organization’s performance against both the annual budget and the long-term growth plan. They will set financial policy and direction while also being an active participant in, and driver of, the organization’s overall strategy. They will lead all financial administration, business planning, and budgeting for the organization along with any community collaborations led by Family Eldercare and its affiliates as fiscal agents. As a member of the Executive team, the CFO will work closely with the Chief Development Officer. The CFO coordinates the Finance Committee of the Board of Directors. The person for this role must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing direct reports.

**Essential Duties and Responsibilities:**

**Strategy**

- Serve as a resource to board leadership and staff executive leadership; providing strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Support and advise CEO in financial decision making.
- Participate in the ongoing strategic planning process as an integral member of the Executive Team.
- Oversee long-term budgetary planning and cost management in alignment with the strategic plan.
- Engage with development to align financial management with short- and long-term financial planning and projections.
- Engage the Board Finance Committee in planning for the ongoing and future financial stability of the organization.

**Financial Management and Compliance**

- Ensure that finance staff maintain financial record systems in accordance with Generally Accepted Accounting Principles, regulatory requirements and Office of Management and Budget audit requirements and monitor the use of all funds.

- Lead and support the annual budgeting process. Monitor progress and regularly report key metrics to staff, Board, and collaborative leaders.
- Ensure that the agency's financial systems and controls are adequate to protect the assets and reputation of the agency.
- Implement and provide continued oversight for financial compliance with all funders. Regularly review and update process and practice to ensure ongoing compliance.
- Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations and the Board of Directors; prepare and communicate monthly and/or quarterly along with year-end financial statements.
- Develop, recommend, and maintain financial policies in conjunction with the Board Committee. Develop and maintain procedures necessary to implement policies.
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Oversee payroll processing, tax reporting, and compliance; file Form 990 and 5500 in a timely manner.
- Collaboratively with the Human Resources Director, evaluate and oversee all benefits negotiations to provide the most competitive packages for employees.
- Review all formal finance procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.
- Manage banking relationships and initiate appropriate strategies to enhance cash positions.
- Assist the Chief Executive Officer in properly ensuring the organization's assets (i.e. general liability, D&O, etc.) to meet regulatory requirements while also safeguarding the organization's people and property.

### **Team Management**

- Provide direct oversight of Finance and IT Departments, as well as some Administrative staff. As needed, guide larger multidisciplinary teams outside of direct span of control.
- Engage other members of the Executive Team to facilitate cross-department collaboration that ensures all finance and accounting functions and effectively support the agency' immediate and evolving strategies.
- Provide support for attracting, developing, and retaining employees.

### **Other**

- Contribute to Leadership Team initiatives.
- Perform special projects as assigned.

**Minimum Education, Skills, and Experience:**

- Bachelor's degree in Finance, Accounting, or Business Administration
- 10+ years' financial management experience; 5+ in community nonprofit industry.
- 7+ years' supervising accounting/finance staff and providing direction that produces productive and efficient operations
- Proven experience in budgeting and fund accounting for nonprofits; MIP preferred
- Proficient in Microsoft Suite, Outlook, MIP/Sage
- Ability to provide leadership, mentor staff, and supervise performance of assigned staff.
- Experience with a single audit.
- Experience with Government contracts (Federal/State/County/City).
- Experience with affordable housing financial operations a plus.
- Ability to pass a criminal, financial, and motor vehicle driving background check.

**Working Conditions/Physical Requirements:**

- Ability to work in an office setting with significant amount of time spent on computer, with a hybrid option of no more than 2 days a week remotely.
- Ability to drive to external locations for company business as needed.
- Ability to interact with clients, volunteers, staff, family, and outside community partners.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

**Competencies:**

- Commitment to Family Eldercare's mission, vision, values, and programs with ability to convey that information.
- Working knowledge of applicable local, state, and finance and payroll regulations.
- Interact with colleagues and represent agency in a professional and favorable manner.
- Strategic, creative, and critical thinker.
- Technology savvy; advanced proficiency in accounting and payroll software.
- Ability to work productively in a dynamic environment in a non-profit organizational structure.
- Commitment to promoting diversity, equity, and inclusion in the organization.