FAMILY ELDERCARE

Chief Finance Officer

Job Description

Job title: Chief Finance Officer	Reports to: Chief Executive Officer
Program: Administration	Work Location: 1700 Rutherford office with potential to be hybrid.
Position Status - Full-time FLSA Classification - Exempt	Starting Salary: $119,500

Position Summary

The Chief Financial Officer (CFO) will oversee all financial aspects of Family Eldercare and assess the organization's performance against both the annual budget and the short- and long-term growth plan. The CFO will set financial policy and direction while also being an active participant in the daily financial operations plus a driver of the organization's overall financial strategy. The CFO 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, as well as all FEC's Department Heads, while coordinating with the Finance Committee of the Board of Directors. The CFO will also oversee facilities management and IT departments.

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 short and 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.
- Collaborate with fundraising and development teams to support grant applications, donor stewardship, and fundraising events by providing financial data and analysis as needed.

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 system 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 Finance 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.
- Oversee the organization's insurance, audit, and procurement processes, ensuring compliance with applicable regulations, policies, and best practices.
- Experience with affordable housing finance, property operations, HUD-funded programs, real estate accounting, or supportive housing strongly preferred.
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Team Management:

- Provide direct oversight for the Finance and IT Departments, as well as Facilities staff.
- Engage in the day-to-day operation and tasks of the Finance department.
- 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.
- Other duties as assigned.

Minimum Education, Skills, and Experience:

- Bachelor's degree in finance, Accounting, or Business Administration. CPA, MBA, or other relevant advanced credentials preferred; equivalent senior-level financial leadership experience will be considered.
- Ten or more years of progressively responsible financial management experience, including significant experience in nonprofit, affordable housing, government contracting, healthcare, or another complex and highly regulated environment.
- 7+ years of experience leading accounting and/or finance teams, including developing staff, managing performance, and improving financial operations.
- Advanced proficiency with financial management, accounting, payroll, and reporting systems, with the ability to learn and improve technology platforms used by the organization.
- Advanced proficiency in Excel and experience using financial management, accounting, payroll, and reporting systems; comfortable using Microsoft 365 and other technology tools needed for the role.
- Experience preparing for and managing annual financial audits and federal Single Audits, including coordination with external auditors and timely resolution of findings.
- 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, upon completion of 90-day probation period
- 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.
- Ability to move comfortably between high-level financial strategy and hands-on work, including getting into the details when needed, while anticipating future needs and developing financial plans that support the organization's long-term stability and growth.
- Ability to communicate complex financial information clearly and provide leaders and Board members with the information they need to make sound decisions.
- Strong financial forecasting and scenario-planning skills, with the ability to identify risks and recommend practical options.
- Strong knowledge of nonprofit accounting, financial controls, payroll, audits, government contracts, and applicable local, state, and federal regulations.
- Strong attention to accuracy, deadlines, accountability, and follow-through.
- Ability to evaluate and improve financial systems, internal controls, reporting processes, and workflows.
- Collaborative leadership style, with the ability to build trust, address difficult issues directly, and maintain appropriate financial accountability.
- Receives feedback with openness and professionalism, takes responsibility when appropriate, and uses feedback to strengthen performance and working relationships.
- Ability to develop staff, manage performance, and lead teams through organizational and systems changes.
- Ability to work effectively in a dynamic, evolving, deadline-oriented nonprofit environment.
- Commitment to promoting diversity, equity, inclusion, and respectful working relationships throughout the organization.