



Chief Financial Officer (CFO)
JOB DESCRIPTION

TITLE:	Chief Financial Officer	GRADE:	16
DEPARTMENT:	Administration	STATUS:	Exempt
SUPERVISOR:	CEO/ Executive Director	FTE:	1.0

Position Summary:

The CFO will provide leadership for finance, planning, IT, and administration. This position reports to the CEO and supervises the Director of Finance, Contracts Manager, and Operations Senior Manager. The CFO reports regularly to the Board and Finance Committee.

The CFO will define the process and implementation of the financial and administrative infrastructure and systems needed to support substantial growth over the next 5 to 10 years. They will continue to build and manage effective and streamlined systems of delivery. As a member of the Leadership Team, the CFO is involved in strategic planning, evaluation, professional development, fundraising, and diversity/equity/inclusion (DEI) initiatives.

Per COVID protocol, the job will require 1-2 days a week in the office in the short term; eventually it will require 3-4 days a week in the office.

Essential Functions:

- Provide overall leadership for the financial health and sustainability of the organization
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance
- In partnership with the CEO and Leadership Team, prepare and implement strategic and business plans; monitor related performance metrics
- Ensure timely and accurate financial reporting in order to assist the CEO, the Board and the Leadership Team in performing their responsibilities
- Oversee budgeting, financial forecasting, and cash flow for existing programs, proposed new sites and all back-office activities
- Collaborate with program leaders regarding budget development and tracking with goal to increase knowledge of, and accountability for, their program budget and how it aligns with the organizational budget
- Collaborate with HR on compensation structure to align with strategic priorities: internal and external benchmarking, criteria and amount for salary increases, salary ranges for open positions, communications plan with staff
- Provide final approval for payroll or delegate as appropriate
- Approve annual benefits renewal options

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- Oversee audit, investments, insurance, and legal matters
- Provide direction and leadership for IT support from third party servicer
- Collaborate with development team to foster a culture of philanthropy in the organization
- Lead the negotiation of contracts with vendors to support key functions of the organization.
- In partnership with the Development Director, supervise the integration and improvement of flows of the Finance and Development systems (Accounting Seed and Salesforce).
- Present budget information to staff in order to increase awareness and understanding
- Staff the Board Finance and Audit committees, collaborating with committee chairs and CEO to set committee agendas
- Build and sustain a high-functioning and stable finance and accounting team in collaboration with the Director of Finance
- Other duties as assigned by supervisor

Education and Experience

- Bachelor's degree required in Business, Management, Finance or related quantitative field (MA/MBA/CPA preferred)
- 10 years of related experience; at least 5 years' experience supervising staff
- 3 years or more finance experience in a nonprofit
- Experience dealing with and presenting to Board of Directors members (preferred)

Qualifications- Skills, Knowledge

- Experience with budgeting and forecasting
- Experience in legal, audit, compliance and program development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Strong relationship builder and communicator with experience leading diverse work teams
- Ability to thrive and be highly effective in a fast-paced environment with competing priorities
- Proven effectiveness in leading and supervising professionals in finance, accounting, HR and IT
- Ability to step back from the day-to-day to see the bigger picture (strategic thinking)
- Advanced technology skills and experience working with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Experience designing data collection systems that aid in providing positive client outcomes
- Flexible and a self-starter; able to multitask while also being highly detail-oriented
- Personal qualities of integrity, credibility, confidentiality and a commitment to the agency's mission. A commitment to diversity, equity and inclusion
- Excellent interpersonal skills, with experience collaborating in a multidisciplinary, diverse, and dynamic teams. Good listener and shows empathy with all clients and staff
- Strong technical skills including Microsoft Office Suite (Advanced Excel, Word, Outlook, and PowerPoint). Salesforce experience preferred



Key Competencies-

Client Focus
Cultural Competence
Collaboration
Communication
Team Leadership
Strategic Focus
Project Management
Risk Management
Financial Acumen

Application Process

Please submit your resume and cover letter to

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/753925>

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