



#### POSITION DESCRIPTION

**Organizational Role:** Chief Financial Officer (CFO)

**Department:** Office of the Chief Executive

**Reporting Relationships:** Reports to the CEO

#### POSITION OVERVIEW:

*The position of Chief Financial Officer (CFO) reports to and works under the direction of the Chief Executive Officer (CEO) and exercises managerial responsibility for all Children's Health Fund (CHF) accounting staff of two persons, financial systems and compliance with city, state and federal regulations. The position further works with the CEO and Chief of Staff to inform and track overall organizational strategic planning, integrating all CHF departmental operations in line with CHF's financial mandates.*

*The CFO is a member of the Executive Team and oversees all financial functions, including: cash flow management, accounting, billing, reconciling, budget development and tracking, financial operations, finance personnel management, insurance coverage, management of legal requirements, investments and audit activities, development of projections on individual project budgets and grant budgets. To be successful in this role, the CFO should have in-depth knowledge of financial controls and the ability to create forecasting models. The CFO will develop plans to address areas of opportunity within CHF's financial health and financial processes. The CFO must have a deep technical accounting acumen and the ability to both review staff work to ensure GAAP compliance, but also assess new transactions/circumstances and drive the proper accounting treatment.*

*The CFO will maintain frequent contact with the Executive Team, especially the Chief of Staff, and department heads to provide technical assistance in matters of financial operations. The position is expected to interact regularly with the CEO and the Board to develop fiscal policies and budgets and present regular reports. Importantly, the CFO will be a partner to the CEO, making recommendations and suggesting proactive strategies to assess problematic situations and craft solutions, as well as provide strategic vision, planning and oversight of CHF's financial outlook.*

*The CFO will be a credible and confident presenter and have excellent communication skills.*

## **PRINCIPAL ACCOUNTABILITIES**

### **Executive Role—the CFO will:**

- Work in partnership with CEO to support the strategic planning process - taking the lead in budget matters;
- Represent the CEO as delegated;
- Oversee cash flow planning, preparing and reviewing budgets and tracking operational metrics (KPIs);
- Utilize technology to optimize all reporting and analytical functions;
- Drive best financial practices within CHF by publicizing standard operating procedures, keeping the senior leadership team, Board and staff up-to-date on CHF's financial status and generally serving as a point of reference for all growth plans and projects within CHF;
- Explore and suggest ways CHF can invest its reserves and resources to generate passive income;
- Create data-based long- and short-term goals, budgets and forecasts. Review short- and long-term goals in light of existing and projected financial resources available;
- Participate in all internal planning regarding CHF's proposed program expansions, to ensure alignment of program, outreach and training plans with financial projections;
- Establish annual priorities and benchmarks and conduct regular reporting, measuring projections against actual performance;

### **Core Responsibilities**

- Oversee cash flow management
- Track important KPIs and analyze trends
- Forecast return on investment (ROI) for current and future programs
- Develop and monitor budgets
- Inform key stakeholders of financial status and investment plans
- Ensure all financial operations comply with federal and state laws
- Oversee monthly, quarterly and annual financial statements to executives and board of directors
- Oversee preparation of audit activities
- Supervise the accounting department to ensure smooth day-to-day transactions
- Timely and accurate delivery of the organization's accounting requirements, and ensuring compliance with GAAP
- Develop collaborative relationships with institutional leadership of National Network programs and other relevant agencies/coalitions
- Manage finance department personnel to include hiring, training, delegation of duties and performance management
- Participate in weekly leadership meetings to discuss direction of CHF and present financial data
- Work closely with CHF leadership to a) maintain, analyze, and interpret general ledger for all funds, and b) manage the preparation and analysis of financial reports on a monthly and as needed basis
- Manage organizational cash flow forecasting by working in partnership with department and subsidiary leaders; collaborate to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations
- Work with external auditors to prepare and review audit schedules and annual report of audit findings.

- Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting
- Monitor investment and cash management accounts and work to maximize return on CHF's investments and resources while operating within government regulations
- Assist resource development leadership in preparing budgets for grant proposals which fit into CHF's strategy
- Lead organizational planning and development of operating and fund account budgets, and control expenditures against budget
- Oversee the maintenance of financial records and recordkeeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements
- Participate in organizational DEI and anti-racism initiatives

### **External Relations**

- ❖ Maintain contact with external auditors, tax accountants, vendors, insurance carriers, and other groups
- ❖ Build relationships with banks, donors, vendors, outside consultants, donor advisor funds' representatives, foundation/donor/granting financial department representatives (as applicable), and others as needed to keep close to CHF's major expenditures and sources of revenue
- ❖ Look for opportunities to support CHF through diversified financial streams and also understand the stewardship responsibility to spend its funds in the most effective manner to drive outcomes. Ultimately, the CFO will ensure CHF manages its resources in the most beneficial way and help maximize its funding;

### **QUALIFICATIONS:**

- Strong leadership skills with minimum 15 years of experience in financial/accounting department management and at least eight years of experience in a management/leadership position
- Proven work experience as a CFO, preferably in a nonprofit organization
- BS or MS in Accounting or Finance preferred
- CPA license preferred
- Excellent knowledge of data analysis, risk management, budgeting and forecasting methods
- Hands-on experience with accounting and financial management software. Working knowledge of MIP/Abila, Pay Pool, and Raisers' Edge preferred
- Expertise in the Google suite (Sheets, Docs, Slides)
- Strong analytical skills and an ability to clearly articulate and explain variances between projected and actual results, as well as to interpret cash-basis activities and reflect them in an accrual-based accounting reporting structure
- Ability to explain financial terms to non-finance team members in an effort to work collaboratively on Finance department goals
- Experience in grant accounting (including strong knowledge of current GAAP pronouncements for revenue recognition, determination of conditional/unconditional & restricted/unrestricted funding). Demonstrable experience in subgrant accounting implementation and evaluation
- Exceptional communication and motivational skills.
- Consistent attention to detail, including in the review of staff and interdepartmental analyses and work product.

- Recognition of the importance of staff mentoring and professional development.
- Extensive experience in interactive and presentation skills, whether in person, on stage or through media.
- Ability to represent CHF in a leadership capacity and communicate with diverse partners including donors, administrators, Board Members, audit team and other c-suite colleagues.
- Exceptional organizational skills, demonstrated ability to manage multiple projects and priorities and ability to work both independently and as part of a multi-disciplinary team.
- Mastery excel/PowerPoint.

## **ADDITIONAL INFORMATION**

The Children's Health Fund offers an excellent benefits package.

For further information on our programs, please visit our website [www.childrenshealthfund.org](http://www.childrenshealthfund.org)

If interested, please send your Resume/Curriculum Vitae and cover letter (including salary requirements) to Shay Gines, Sr. Administrative Director, at [sgines@chfund.org](mailto:sgines@chfund.org).

***The Children's Health Fund is an Equal Opportunity Employer and is committed to supporting a diverse work environment.***



## Children's Health Fund's Values

***Mission Driven:*** We are passionate about our mission to improve the health and well-being of children and families.

***Inclusive:*** We value, respect and prioritize diverse perspectives and backgrounds.

***Collaborative:*** We work together, internally and with communities, to always do what is best for children.

***Transparent:*** We work openly and welcome critical questions and processes that hold us to the highest standards.

***Innovative:*** We constantly seek creative ways to deepen impact, further our mission and strengthen our programs and relationships.