



AGENCY IS A SMALL NON-PROFIT ORGANIZATION. EXPERIENCE WORKING IN NON-PROFIT FINANCE IS BEST.

Summary:

The Chief Financial Officer (CFO) is responsible for all aspects of the financial operations for the agency. Reporting directly to the Chief Executive Officer (CEO), the CFO provides accounting, budgetary, operational and programmatic support to all agency programs and activities. The CFO is the primary agency contact for all contractual matters, proposals for new or extended programs and new business development. The CFO serves as an active member of the Executive Management Team helping to develop and implement the agency's vision and mission.

Essential Duties and Responsibilities:

- Actively manage the day to day accounting and financial operations of the agency.
- Develop budgets for the agency as a whole, individual programs and new/proposed/expanded services, including the preparation of budget revisions as needed.
- Prepare, analyze and present monthly financial reports for the agency, its programs, and activities.
- Report on financial results and issues to the CEO and Board of Directors.
- Oversee and review the preparation of all program financial reporting required for funding sources.
- Manage the Billing, Accounts Receivable and Accounts payables functions/staffs and the integration of billing information from the Electronic Health Record system into the accounting system.
- Oversee the agency's banking activities and actively manage cash flow to ensure it meets agency needs.
- Manage the negotiation and execution of agency contracts with funding sources, vendors and collaborative service providers.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures and needed to maintain compliance while maximizing operational and financial results.
- Manage the agency's liability insurance program, including ongoing risk analysis.
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Serve as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.

Required Knowledge, Skills, Abilities and Other Characteristics:

Knowledge Of:

- General accounting and financial reporting procedures for NYS.
- Contract/grant budgeting/reporting procedures and requirements for NYS.
- Human Resources related laws, regulations and practices.
- Payroll reporting and processing of payroll taxes.
- Employee benefits, including the management of health care and retirement plans.
- Electronic Healthcare Record system.
- General office software, particularly Microsoft Office Suite, and accounting software packages.

Ability To:

- Manage and oversee all aspects of the financial/accounting management function.
- Create, analyze and report on financial statements and budgets.
- Supervise staff, develop job descriptions and provide performance evaluations and improvement plans.
- Analyze and solve problems effectively and efficiently.
- Communicate effectively both verbally and in writing.
- Work well with, and be responsive to the needs of, internal and external customers, including the Board of Directors & funding sources.
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Assimilate new information and technology.
- Foster and cultivate business opportunities and partnerships.

Education and Experience:

- Undergraduate degree from an accredited college or university; with Master's degree preferred.
- 3 to 5 years of senior management experience within a not-for-profit organization.
- Certified Public Accountant designation a plus.

Other:

- Must be: highly ethical with a high level of integrity; self-motivated; dependable and reliable; detailed oriented ; able to interface easily with staff, other senior management personnel and funding sources.
- Must be able to meet routine office physical demands including climbing stairs if elevator is out of order, carrying up to 20 pound objects and possessing the dexterity and vision to operate office computers and equipment.
- Must possess a valid driver's license.

Job Type: Full-time

Salary: \$85,000.00 - \$100,000.00 per year

Benefits:

- Dental insurance
- Vision insurance

Schedule:

- 8 hour shift

COVID-19 considerations:

All staff and clients wear masks in the general areas but not required when alone in our offices.

Ability to commute/relocate:

- New City, NY 10956: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location