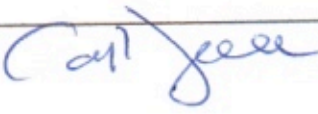


Job Description

Job Title	Chief Financial Officer	Date	October 24, 2024
Supervisor's Title	Executive Director	Department	Finance
Total Direct Reports	<i>Number: 1 Supervisor(s) 2.5 Non-Supervisors</i>	Primary Budget Responsibility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amt: \$3.5 million gov grants
	<i>Supervisor: Accounting Lead (1-unfilled) Non-Supervisors: Accounting Support (0.5), Contract Manager (2)</i>	FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Primary Purpose	NLHHC's CFO's primary purpose is to ensure the organization's fiscal wellbeing and sustainability, safeguarding its investments in people, facilities, equipment, reputation, and nurturing care for the individuals NLHHC supports.		
Essential Functions	<ul style="list-style-type: none"> ● Contract Management With Executive Director and program managers, oversees contracts with state and federal agencies (DMHAS, DOH, DVA, DSS EFSP, HUD); maintain complete contract file; prepare budget and submit required reports; manage billing and A/R; represent NLHHC with funders and coordinate program audits and reviews by funders; design, develop, and implement routine internal audit tool(s) to ensure compliance; provide support to staff on Medicaid billing under MHW and CHES programs and in management of contracts with local health care, sheltering, and housing providers. ● Accounting & Financial Management Oversight of financial systems to maximize compliance with financial controls, application of financial procedures, compliance with state/federal fiscal requirements; supervision and development of accounting and finance staff to maintain accurate financial records; assurance of annual filing reports and licenses; monitor and support work of outside accounting firm including journal entries, financial statements, annual independent audit; collaboration with financial consultants and institutions, insurance providers, lenders, etc; oversight of complex contracts and major capital projects. ● Financial Planning Support annual budget preparation and management, collaborating with Program Managers and Executive Director; identify budget issues and opportunities to enhance performance; seek guidance from financial advisors to optimize cash management policies; support NLHHC affordable housing portfolio including rental subsidies, capital project financial reporting, application completion for new capital funding; collaborates with Executive Director to discover and realize new funding opportunities. ● Organization Development and Process Improvement Manage contracts with technology support provider; actively participate with management team in setting and managing to strategy to elevate organization effectiveness and creation of inclusive and diverse workplace. 		% Time 40% 25% 25% 10%
Non-Essential Duties	<ul style="list-style-type: none"> ● Performs any other duties as assigned. 		
Measures of Success	<ul style="list-style-type: none"> ● Full compliance with all funders and regulatory agencies. ● Increased funding and elevated impact. ● High regard by, and effective collaboration with, NLHHC program managers. 		

	<ul style="list-style-type: none"> • Compliant innovation in programs' funding and implementation that reduces homelessness and increases clients' quality of life. • Effective relationship with external audit and accounting firms.
Impact on Organization	<ul style="list-style-type: none"> • Elevated capacity and teamwork among finance team. • Increased funding to elevate impact through staffing, process improvement, reporting, and relationship enhancement with funders.
Critical Work Relationships and Workflow Interdependencies	<ul style="list-style-type: none"> • Funders: Work Effectiveness, understanding their requirements and priorities. • Staff: Translate financial requirements into understandable tasks. • Program Managers: Financial data communication to improve financial performance. • Direct Reports and Other Staff: Leadership and collaboration in a fast-changing environment with multiple deadlines.
Work Schedule	<ul style="list-style-type: none"> • Flexible but on-site presence (727 Bank Street) expected at least 25 hours a week during regular business hours (9:00 am-5:00 pm).
MINIMUM Qualifications:	<ul style="list-style-type: none"> • Bachelors degree in Accounting and/or Finance or comparable education and work experience. • Full competence in Accounting Management. • Developing competence in Financial Management.
PREFERRED Qualifications:	<ul style="list-style-type: none"> • Masters degree in Accounting, Finance, Business Administration, or Public Administration • Mastery level competence in Accounting Management. • Full competence in Financial Management. • Knowledge of not-for-profit accounting and reporting standards • Experience in achieving compliance with federal and state financial requirements including 2 CFR 200. • Experience with financial reporting tools including CORE, e-snaps, Tungsten
KSAs (Knowledge, Skills, and Abilities)	<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Accounting, Budgeting, and Finance Operational Best Practices including GAAP ○ Team and Collaboration Development ○ Compliance Requirements for Medicaid funding ○ Grant Writing ○ Information Management Best Practices • Skills <ul style="list-style-type: none"> ○ Finance Team engagement, development, and management ○ Teambuilding ○ Mastery in bookkeeping, accounting, payroll, budgeting and budget management, cash flow projection and management, enterprise financial accounting software (QB Desktop Enterprise a strong +) ○ Competence in financial modeling and forecasting ○ Exceptional analytical, reasoning, and reporting to translate insights and data into strategic recommendations that align with NLHHC vision, mission, and values ○ innovative solution development and implementation ○ Grant research and writing resulting in funding awards ○ Deadline-driven and organized ○ Funder and regulatory compliance reporting ○ Strong written and verbal communication skills

	<ul style="list-style-type: none"> • Abilities <ul style="list-style-type: none"> ○ Exceptional prioritization and coordination ○ Innovative fiscal and administrative thinking to increase solution efficacy ○ Distilling and streamlining complex concepts to ease of understanding for diverse audiences ○ Excellent interpersonal and presentation skills with a variety of audiences ○ Cross-organizational and external relationship development and collaboration ○ Entrepreneurial mindset with innovative inclination. ○ Continuous learning and growth ○ Emotional intelligence, empathy, and compassion
Physical, Mental Demands, Sensory and Environmental Demands	<ul style="list-style-type: none"> • Works in standard office environment <p>Note: Also see the Summary of Physical, Mental, Sensory and Environmental Requirements Needed to Perform Essential Functions for this position.</p>
Approvals	<p>Executive Approval: </p> <p>Completed By:</p> <p>Date: 10/31/24</p> <p>Date:</p>