



**cornerstone family programs  
& morristown neighborhood house**  
Better Lives, Stronger Communities

Job Title: Chief Financial Officer  
Department: Administration  
Reports To: Chief Executive Officer  
Classification: Full-Time (40 hours per week), Exempt, Benefits Eligible

### **Summary**

Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) is responsible for the overall financial and accounting functions, including providing analysis and recommendations on all financial operations, within the Agency. Other responsibilities include information technology, payroll, contract administration and risk management for the Agency along with providing support to the Finance Committee, the Audit Sub-Committee, and the Board of Directors.

### **Duties and Responsibilities**

- Oversee cash flow planning and ensure availability of funds as needed as well as cash, investment and asset management
- Oversee financing strategies and activities, as well as banking relationships
- Collaborate with senior management, program directors and managers to develop the annual operating and capital budget
- Monitor financial results as compared to original budget plus prepare financial business plans and forecasts for presentation to the Finance Committee and the Board of Directors throughout the fiscal year
- Review the investment policy with the Finance Committee so it continues to reflect the goals and principles set forth by the Board concerning the Endowment Fund
- Supervise external investment manager relationship under the direction of CEO and the Finance Committee
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for funders, foundations and CFP's Board of Directors
- Oversee the preparation and the communication of monthly and annual financial statements
- Coordinate all aspects of the government contract process including applications, documentation, reporting and billing
- Serve as administrator and fiduciary for the Agency's 403b Retirement Plan
- Oversee all service contracts; identify needs, obtain competitive bids and make recommendations to CEO
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations
- Coordinate Agency's annual financial and 403b audit plus the completion of the 990-tax return and the 5500-pension return with the auditors
- Participate as an active member of the senior and cross-functional teams; Staff contact for the Finance Committee and the Audit Sub Committee
- Provide supervision to the accounting staff concerning payroll, accounts receivable and collections, accounts payable, general ledger, and other daily accounting transactions
- Oversee the accounting department to ensure proper maintenance of all accounting systems and functions; ensure appropriate internal controls and financial procedures are in place
- Perform proper accounting techniques and budget variance analysis and on any capital projects or other special projects, as requested
- Act as in-house contact for IT consultants concerning Agency technology needs and maintenance
- Review and analyze all software including accounting, billing, development, program, etc.

- Provide oversight of the Agency's risk management program including annual review of insurance coverage
- Perform financial review of employee benefit programs annually and facilitate the administration of such programs in conjunction with the HR Generalist
- Perform other related duties as assigned by the CEO

### **Qualifications**

- Bachelor's degree in Accounting, Business, Finance or Management, CPA a plus
- At least five years' experience as CFO, or equivalent, in a nonprofit organization
- Demonstrated experience in developing budgets, performing financial analysis, managing audits, and preparing financial statements
- Technological proficiency and proven effectiveness managing outside IT consultant
- Ability to plan, organize, and think strategically, solve problems and be flexible in a dynamic environment
- Ability to work with a diverse staff and management team and active Board and Finance Committee
- Commitment to excellence and high standards
- Excellent written and verbal communication skills
- Ability to recommend and implement cost-effective, creative solutions to Agency's needs
- Valid drivers license and personal automobile for conducting Agency business

### **Competencies**

- Problem Solving-Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Written Communication-Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Judgement-Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; makes timely decisions.
- Organizational Support-Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Adaptability-Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Professionalism-Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

### **Physical Demands and Work Environment**

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds
- Occasionally exposed to outside weather conditions