



Support and
Shelter for
Overcoming
Homelessness

Job title	Chief Financial Director		
Reports to	Executive Director	Position Status	Full Time
Salary Range	\$95,000 – \$115,000	Assignment	Regular/Benefited
EEO Class	Executive level officials/managers	FLSA Status	Exempt
Shift	40 hours, Monday - Friday		

Job Summary

The Road Home’s mission is to help people move out of homelessness and into housing in the community. As a leader in the field of homeless and housing services, The Road Home is a robust and dynamic organization continuously seeking to grow and deepen our impact by further developing our programs to end homelessness. We will continue to build a data-driven, outcomes-oriented culture that emphasizes the importance of continuous learning and growth.

The Road Home seeks an experienced Chief Financial Officer (CFO) to strategize with our team of senior managers in formulating the Agency’s future direction and initiatives. The Chief Financial Director will perform the duties of a CFO for our Agency, reporting to the Executive Director. The Chief Financial Director will work in collaboration with all Agency departments, providing finance and accounting tools and the support necessary to operate an \$18 million non-profit organization. Along with a team of Accounting staff, the Chief Financial Director will oversee all finance and accounting functions including financial forecasting, budget preparation, financial reporting, and cash management.

Under Board and Executive Director oversight, the Chief Financial Director will establish and monitor the annual operating budget, appraise the organization’s financial position, issue reports, and oversee audit, tax, accounting, purchasing, real estate, and insurance activities. Along with members of the Housing, Development and Quality Assurance departments, the Chief Financial Director will be part of a team that ensures the organization’s compliance with all relevant government agencies, banking institutions, government grants and contracts. The Chief Financial Director will design and implement the cash management system, evaluate the need for obtaining credit, and manage investments and assets.

The Chief Financial Director must be a detail-oriented strategic leader who can manage the financial needs of the organization, be responsive to Agency leadership and the Board, and work closely with the auditors. The Chief Financial Director must be emotionally intelligent,

have strong interpersonal skills, be an effective communicator both internally and externally, and employ a hands-on, open door management style. S/he must have the ability to address and solve problems as they arise. The successful candidate must be flexible, a team player, and capable of collaborating with program and fundraising teams. The Chief Financial Director must be strongly committed to the mission of The Road Home.

Duties and Responsibilities

1. Organizational Leadership
 - a. Inspire, motivate, and lead the Accounting team in the execution of all financial functions and manage, mentor, and coach direct reports to ensure individual growth and success.
 - b. Act as a servant leader, identifying opportunities to continue to build strong relationships across the organization and establish the team as collaborative and focused on customer satisfaction.
 - c. Serve as a thought partner and member of the Executive team in setting organizational vision and strategy.
 - d. Maintain and promote development of an environment in which finance and programs are aligned, integrated and transparent with each other, and all parties are working to achieve mission success.

2. Financial Management and Oversight
 - a. Ensure that end users of financial information receive relevant and timely financial reports, forecasts, and cash flow analyses, to enable use in decision making and monitoring of programmatic fiscal performance.
 - b. Review current financial systems and processes, recommending changes and enhancements that will further our efforts to generate information efficiently and economically.
 - c. Identify existing and potential risks within the Agency and ensure appropriate insurance coverage is in place for compliance with insurance requirements of all contracts and government regulations.
 - d. Commit to operating in accordance with Generally Accepted Accounting Principles and in accordance with all Agency policy and procedures.
 - e. Direct oversight of the company's tax accounting and audit activity and ensure that the Agency's required filings and audit reports are completed in a timely manner.
 - f. Ensure that fiscal policies and procedures comply with requirements of funders and regulatory agencies, and with the Office of Management and Budget's Uniform Guidance 2 CFR 200.
 - g. Manage multiple fiscal calendars.
 - h. Manage multiple cost centers and lines of business at our various sites.

3. External Relationships
 - a. Maintain key banking and investment relationships, and develop new relationships as appropriate.
 - b. Establish and maintain relationships with financial leaders of peer organizations in our community.
 - c. Play a leadership role in policy and advocacy efforts on issues that impact the Agency's financial performance.
4. Planning
 - a. Take a leadership role in strategic and financial planning for the organization, collaborating with other senior staff to develop both short-term and long-range strategic goals. Assess the financial implication of new programs and ventures.
 - b. Work in partnership with the Executive Director and Development Director to explore and secure new sources of public and private funding.
 - c. Lead and implement the annual budgeting and planning process, including interim updates and interpretation of financial results against planned performance.
5. Agency Enhancement
 - a. Participate in and support Agency initiatives and events, including acceptance and completion of additional assignments.
 - b. Interact with peers, residents, volunteers, visitors and general public in appropriate and courteous manner.
 - c. Support the Agency mission, demonstrate willingness to work and cooperate with others.
 - d. Incorporate new skills into job, responsibilities, and share information with associates.
 - e. Provide active training opportunities for all direct reports, including training related to Accounting and Finance, as well as training related to the Agency mission and objectives.
6. Other duties as assigned.

Education and Experience

Master's Degree in Business Administration, Accounting, or related field preferred.
Bachelor's degree in a related field required.

Five years management experience working for a non-profit organization, or similar human services organization preferred.

Experience in supervision of staff, including hiring, training, evaluation and termination required.

Experience working with a wide variety of people, including staff, board members, volunteers, community organizations and government agencies.

Skills and Requirements

1. Passion for the Agency mission and commitment to serving the underserved.
2. Willingness to learn about Trauma Informed Care, Housing First, and other Agency initiatives.
3. Experience managing finance in an executive or managerial capacity, preferably in a non-profit organization.
4. Knowledge of and experience with Federal, State, City and/or private grants or contracts.
5. Sufficient competence and professional stature to advise Program Directors and Board Committees on financial matters pertaining to cash-flow, budget and contracts/grants.
6. Experience with Sage accounting software preferred, and high proficiency with Excel required.
7. Detail-oriented, analytical, ethical, responsible and self-motivated.
8. Ability to work collaboratively and collegially with emotional intelligence.
9. Excellent oral, written, and interpersonal communication skills.
10. Strong organizational and time management skills.
11. Excellent public speaking, and presentation skills.
12. Self-starter with ability to initiate and carry out assignments, meet deadlines, and follow through to completion.
13. Skilled at multi-tasking.
14. Team player.
15. Must be able to pass a pre-employment background test and drug screen.

Physical and Equipment Requirements

Ability to sit for an hour or longer at a time

Ability to lift 10 pounds (files, etc.)

Instructions to Apply

To apply, please email resumes@theroadhome.org. Please include the job title **Chief Financial Director** in the subject line.

The Road Home is an Equal Opportunity Employer