

PROJECT UNITY



for help...for hope

Full Time Position

M - F

40 hours weekly

POSITION DESCRIPTION: Chief Financial Officer

TITLE: Chief Financial Officer

REPORTS TO: President, Unity Partners dba Project Unity

JOB SUMMARY:

Performs and ensures the completion of a variety of administrative and professional duties to manage the fiscal, facility and human resource operations of Unity Partners dba Project Unity. The Chief Financial Officer (CFO) will play a critical role in partnering with senior leadership and the Board to strategically maximize the use of resources that strengthen and build the capacity of Project Unity to carry out its mission of empowering children, families, and individuals to reach their highest potential in communities where they live. Project Unity is particularly looking for a candidate with an accounting/business background in addition to understanding how nonprofits work. The CFO will be a strategic thought-partner, and report to the President/CEO.

In fulfilling that role, the CFO will ensure that Project Unity has the systems and procedures in place to support effective program implementation and compliance with government contracts and private grants. The CFO must be a hands-on and participative manager who will lead and develop an internal team to support the following areas: accounting, business planning, budgeting, finance, human resources, payroll, administration, and technology.

The CFO will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Project Unity continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

JOB RESPONSIBILITIES:

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and contracts accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting, cost allocation, and planning process in conjunction with the President/CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Ensures purchasing procedures are carried out in compliance with state and federal policies and grantor requirements
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

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Human Resources, Technology and Administration

- Further develop Unity Partners dba Project Unity human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Is responsible for Unity Partners physical plant including space and equipment leases and maintenance/service agreements.
- Works as a team member with other staff members to assist in all agency activities for the overall benefit of the agency.
- Supervises Business and Finance Specialist.

EXPERIENCE AND QUALIFICATIONS:

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Unity Partners dba Project Unity
- Must have proficient skill in automated accounting systems.
- Must possess excellent, demonstrable written and verbal communication skills.
- Must be proficient in computer skills with a working knowledge in Microsoft Excel and Microsoft Word.
- Must have experience working with a diverse group of people from all walks of life.
- Must possess a positive attitude.

BENEFITS:

- Pay range of \$65,000 - \$75,067.20 per year

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POSITION DESCRIPTION: Chief Financial Officer

- Two weeks paid personal leave
- Two weeks paid sick leave
- Company paid cell phone
- Company paid health, dental, and vision benefits up to \$550/month
- Company paid life insurance

I have read and understand the Chief Financial Officer job description.

Employee

Date

Supervisor

Date