



211 BROWARD

Chief Financial & Human Resources Officer

Reports to	President/CEO
Classification	Exempt
Work Schedule	Monday–Friday, 8:30 a.m.–5:00 p.m.
Work Arrangement	Hybrid

Position Objective

The Chief Financial & Human Resources Officer provides strategic financial leadership and oversight of 211 Broward’s financial operations, budgeting, accounting, cash management, grant and contract compliance, and human resources functions. Reporting to the President/CEO, this position is responsible for maintaining the organization’s financial integrity, ensuring accurate and timely financial reporting, strengthening internal controls, and supporting sound financial decision-making.

The Chief Financial & Human Resources Officer leads the development and monitoring of the annual organizational and contract budgets, cash-flow projections, financial forecasts, and budget-to-actual analyses. The position oversees accounting operations, month-end and year-end closing, accounts payable and receivable, payroll coordination, financial policies and procedures, audits, and compliance with applicable accounting standards, funding requirements, and contractual obligations.

The position also provides leadership and oversight of human resources administration, including employee onboarding, benefits, personnel policies, payroll coordination, employee records, and employment compliance. Working closely with the President/CEO, program leadership, the Board of Directors, and external auditors and advisors, the officer provides actionable financial analysis, identifies financial and operational risks, and supports the organization’s long-term financial sustainability.

Essential Functions

- Lead development of the annual organizational budget and program, departmental, grant, and contract budgets in collaboration with the President/CEO and program leadership.
- Prepare and maintain cash-flow projections, financial forecasts, and scenario analyses; monitor liquidity, revenue timing, funding restrictions, and anticipated financial obligations.
- Prepare and analyze monthly financial statements, including the balance sheet, income and expense statement, accounts payable and receivable, cash position, and other management reports.
- Provide monthly budget-to-actual analysis, explain material variances, identify emerging risks or shortfalls, and recommend corrective actions to the President/CEO and relevant leaders.
- Oversee accurate recording and classification of revenue and expenses, including appropriate functional and program cost allocation and tracking of restricted funds.
- Establish, maintain, and monitor effective internal controls, approval processes, separation of duties, financial policies, and procedures to protect organizational assets and support reliable reporting.
- Oversee accounts payable, accounts receivable, cash receipts, deposits, disbursements, bank reconciliations, petty cash, and other accounting processes, ensuring appropriate authorization and documentation.

- Oversee payroll processing and related reconciliations, tax and reporting obligations, and coordination with payroll and benefits providers.
- Manage month-end and year-end close processes and maintain accurate, complete, and accessible financial records and supporting documentation.
- Monitor government contracts, grants, and other funding agreements for financial compliance, allowable costs, cost allocation, invoicing, reimbursement requests, receivables, collections, and reporting deadlines.
- Partner with program leadership and development staff on grant applications, program budgets, funder financial reports, contract renewals, and financial aspects of program planning.
- Coordinate annual independent audits and applicable government, grant, or other financial audits; prepare audit schedules, respond to requests, track findings, and support timely corrective action.
- Present clear, decision-useful financial reports and analysis to the President/CEO, Board of Directors, finance committee, funders, and other stakeholders as appropriate.
- Identify financial, operational, and compliance risks; recommend practical improvements to systems, procedures, resource allocation, and financial sustainability.
- Oversee human resources administration, including recruitment and onboarding processes, personnel records, benefits administration, leave tracking, employee handbook and policy maintenance, and required employment documentation.
- Support the President/CEO and supervisors with performance management processes, employee relations matters, HR procedures, and consistent application of agency policies, referring legal or specialized matters to qualified advisors as needed.
- Coordinate workers' compensation administration, unemployment claims, benefits renewals, required workplace training, and other HR compliance activities with appropriate providers and advisors.
- Support compensation and benefits budgeting and maintain confidentiality of employee, payroll, financial, donor, and client information.
- Supervise assigned finance and HR personnel, establish clear responsibilities, support staff development, and promote accuracy, accountability, and continuous improvement.
- Attend board, staff, and other meetings as required and perform other related duties consistent with the position.

Qualifications

1. Bachelor's degree in accounting, finance, business administration, or a related field required. CPA, MBA, or other relevant advanced credential preferred.
2. Minimum ten years of progressively responsible accounting or financial management experience, including leadership responsibility; nonprofit financial management experience strongly preferred.
3. Demonstrated experience in overseeing nonprofit budgets of \$10m+, cash-flow forecasting, financial reporting, budget-to-actual analysis, and financial risk management.
4. Experience managing government contracts, grants, restricted funding, expense allocation, reimbursement processes, and contract compliance.
5. Strong knowledge of Generally Accepted Accounting Principles (GAAP), nonprofit accounting practices, and applicable financial reporting requirements.
6. Experience coordinating independent audits, preparing audit schedules, maintaining audit-ready records, and addressing audit findings.
7. Experience overseeing human resources administration, payroll, employee benefits, personnel policies, and employment compliance.
8. Advanced proficiency in Microsoft Excel and financial reporting tools; experience with fund accounting software and accounting systems.
9. Strong analytical, organizational, communication, and problem-solving skills, including the ability to explain complex financial information to nonfinancial audiences.
10. Demonstrated ability to exercise discretion, protect confidential information, establish effective controls, and manage competing priorities.
11. Ability to work collaboratively with the President/CEO, board members, staff, funders, auditors, and external professional advisors.
12. Ability to work independently while providing timely, accurate financial reporting and actionable recommendations to executive leadership.

Work Hours and Environment

This is a full-time, exempt, hybrid position. General work hours are Monday through Friday, 8:30 a.m. to 5:00 p.m., with flexibility as needed to meet organizational deadlines and attend required meetings.

Confidentiality and Additional Information

The Chief Financial & Human Resources Officer has access to confidential financial, personnel, donor, and other sensitive information and is responsible for safeguarding that information in accordance with applicable law, agency policies, and established data-protection practices.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified to meet organizational needs and to provide reasonable accommodation for qualified individuals with disabilities. Employment remains at will, consistent with applicable law and agency policy.

Salary Range / Compensation: \$100,000 - \$118,000