



## community development partnership

### **Job Opportunity Chief Financial & Operations Officer**

#### **Description of Employer**

The Community Development Partnership (CDP) nurtures a vibrant Lower Cape Cod region by creating opportunities for people to live, work and thrive. We do this by providing safe, stable affordable places to live through the preservation of existing homes and the creation of new affordable rental opportunities. We also support and strengthen local small businesses as they start-up and grow through micro-financing, education and individualized assistance. And, we protect the natural environment of this special place by increasing energy efficiency and opportunities for generating local renewable energy.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.9 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

**Job Opening:** Chief Financial & Operations Officer

**Status:** Full-time Exempt Position (37.5 hours/week)

**Time Frame:** Review begins August 1st, 2021, position open until filled

#### **DESCRIPTION**

The Chief Financial & Operations Officer (CFOO) is responsible for the management of the CDP's financial and administrative functions including human resources, IT, risk-management, facilities and finance. The CFOO is a member of the organization's Senior Management Team and participates in new program development with the Chief Executive Officer (CEO), key staff, board members and program stakeholders. The CFOO supervises three direct reports. In addition, the CFOO is responsible for ensuring that reporting requirements with funders and subsidizing agencies are met in a timely manner.

The Chief Financial & Operations Officer is a member of the organization's senior management team and reports to the Chief Executive Officer. The Chief Financial & Operations Officer will work from the CDP's office located at 3 Main Street Mercantile, Eastham, Massachusetts and there is an opportunity to work remotely up to 3 days per week. This is a Full-Time Exempt Position (37.5 hours/week).

3 Main Street Mercantile, Unit 7, Eastham, MA 02642 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

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**Our Ideal Candidate**

Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic, who has experience in the non-profit sector. We seek an energetic, collaborative and dependable team player, who is passionate about the work, and enjoys coming up with new ideas as well as overseeing existing initiatives. Successful applicants are able to speak in non-financial language, can translate and teach financial literacy, relates well to the board of directors and multiple stakeholders, and is a strong writer and communicator. In addition, she/he should be creative, flexible, able to think outside the box, and able to transition creative solutions into a reality.

**Specific duties will include but not necessarily be limited to:****Financial Tasks:**

- Work with program staff on yearly budget development and program budget management
- Collaborate in program resource development by assisting in grant writing and report writing
- Build out the organization's accounting system (Oracle NetSuite) to include ACH payments, loan amortizations schedules, timekeeping and reporting as needed.
- General Accounting
  - Responsible for accounts receivable G/L entries, cash receipts and bank deposits
  - Responsible for the oversight of accounts payable G/L entries, check processing and bill payments
  - Responsible for some G/L adjusting journal entries
  - Responsible for the reconciliation of G/L accounts
  - Responsible for the maintenance of chart of accounts
  - Responsible for the overall maintenance and reconciliation of the general ledger in accordance with the CDP'S cost allocation plan, GAAP, FASB and the Circular A-133
- Banking
  - Responsible for the management of all CDP bank accounts including opening and closing accounts
  - Responsible for the oversight of all bank reconciliations
  - Responsible for all aspects of cash management, including line of credit
- Reporting
  - Responsible for the management of financial reporting and billing on grants
  - Responsible for the compiling of reports in support of staff reporting
- Maintain & manage the fixed asset register/depreciation schedule and files
- Supervise the Senior Accountant in all aspects of their position including management of payroll and monthly property A/R deposits.
- Supervise the Administrative and Fiscal Manager in all aspects of their position including the management of accounts payable and monthly invoicing of grants.
- Prepare and present quarterly corporate financial reports to CEO and the Finance Committee
- Preparation for and oversight of annual audit

**Administrative Tasks:**

- Supervise the Executive Assistant & Administrative Coordinator in all aspects of their position
- Provide oversight to file management
- Manage office IT including
  - Management of email accounts, new/delete/update
  - Hardware and software purchases and installs
- Provide oversight to grant reporting

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- Responsible for the oversight of program staff in the timely submission of the monthly, quarterly, and annual submission of general reporting requirements
- Maintain all grant proposals, grant awards, contracts and any subsequent reporting in a centralized filing location
- Manage maintenance of CDP's office facilities

**Personnel Tasks:**

- Manage Employee Benefits
- Maintain current personnel manual
- Manage and implement process for new hires
- Maintenance and oversight of payroll and benefit records

**Other**

- Manage the storing & destruction of files
- Oversee the organization's risk management policies including
  - evaluating property & liability insurance needs and procuring appropriate insurance policies
  - managing data and records privacy and security
- Attend meetings and trainings as deemed necessary by the CEO & Finance Committee
- Other related responsibilities as required

**Skills and Experience**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below. A passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.

**Required**

- A passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.
- Bachelor's Degree in Accounting, Finance, Management
- At least 5 years' senior financial leadership experience
- Minimum 10 years' experience in accounting/finance, preferably in the non-profit sector
- Experience at integrating IT/Systems to improve accounting productivity and accuracy
- Experience at working with external auditors, compliance and regulatory oversight
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing and accounting software such as Oracle NetSuite

**Desired**

- Familiarity with Salesforce and property management software such as Yardi
- Experience with Community Development Block Grant funded program accounting and reporting

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- Experience with affordable housing including a working knowledge of requirements of:
  - Federal housing programs such as Low-Income Housing Tax Credits LIHTC);
  - HUD Section 8 Project and Tenant Based programs;
  - Rural Development 515 and Rental Assistance programs;
- FHA mortgage insurance programs as well as state funded housing programs
- CPA and/or MBA from an accredited Business School

**Compensation:** Salary range is \$85,000 to \$100,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

**To Apply:** Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to Jay Coburn, Chief Executive Officer, Jay@capecdp.org. References may be requested. Review begins August 1st, 2021, position open until filled.