

Chief Financial Officer (CFO)

Position Summary:

The Chief Financial Officer (CFO) is responsible for managing the financial operations of the organization ensuring the organization's financial health and sustainability. The financial matters of the organization are uniquely diverse and include charter schools. This position is directly responsible for providing leadership and mentorship to the finance and accounting team, fostering a culture of continuous improvement and professionalism.

Pay: \$150,000 - \$175,000 / year *Negotiable based upon experience*

Essential Duties and Responsibilities:

- As a true partner to the CEO, board chair and board treasurer, assess organizational performance against both the annual budget and Agency's long-term strategy.
- Recommend improvements to ensure the integrity of the organization's financial information.
- Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.
- Engage the board and committees around issues, trends, and changes in the operating model(s) and operational delivery.
- Work closely with the President/CEO, Board, and senior leaders to develop and implement strategic plans that support the organization's mission and vision.
- Select, engage, and manage outside consultants (auditors, investment advisors, legal and insurance risk management).
- Oversee long-term budgetary planning and cost management in alignment with organization's strategic plan.
- Hire, develop and build a high-performance team.

Executive Management:

- Serve as a member of executive leadership team.
- Participate in key decisions pertaining to strategic initiatives, operating model, and operational execution.
- Attend board and subcommittee meetings, including being the lead staff on the Audit and Finance committees.

Financial Planning and Analysis:

- Prepare monthly profit and loss statements by program; weekly cash flow forecast and variance reports.
- Prepare and present financial reports providing analysis and recommendations as needed.
- Develop and execute analysis of various business initiatives (e.g., opening program performance).
- Direct the development of financial planning and analysis reports.
- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, managing relationships with external partners, including banks, auditors, and other service providers.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the Agency's operations and business plans.

Policy and Organization Relations:

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals.

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- Engage the finance committee of the board of directors to develop short, medium, and long-term financial plans and projections.
- Represent the Agency to contractual funders and partners, including governmental and quasi-governmental agencies, financial institutions, foundation executives, auditors, public officials, etc.
- Serve as final point of escalation for Accounts Receivable/Accounts Payable/Payroll issues.
- Manage relationships with lenders.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Oversee the Agency's Nonprofits First certification/recertification process, ensuring timely and accurate submission of all required documentation.

Accounting and Administration:

- Develop and lead accounting staff.
- Ensure that accounting staff maintains financial record systems in accordance with Generally Accepted Accounting Principles.
- Oversee the accounting department to ensure proper maintenance of all accounting systems and function.
- Oversee preparation and communication of month-end, quarter-end, and year-end financial statements.
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and corporate/overhead cost allocation.
- Enhance and implement financial and accounting systems, processes, tools, and control systems.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and organization's board of directors.
- Coordinate independent and programmatic (external) audits and proper filing of tax returns.
- Serve as the key point of contact for all external auditors; manage preparation and support of all external audits.
- Ensure legal and regulatory compliance regarding all financial functions.
- Prepare financial portion of the Annual Report.
- Serve as one of the trustees and oversee administration and financial reporting of the organization's retirement plans.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government and quasi-government funds assuring all are following regulations.

Cash Management:

- Oversee weekly cash management; approve weekly payables; execute check signing.
- Oversee AR management and provide support to collections activities.

Corporate Development:

- Represent Agency in contractual relationships.
- Prepare various analyses and reports required by Agency development efforts.

Insurance/Real Estate/Legal Affairs:

- Manage the insurance program.
- Manage the real estate affairs consisting of leases and sub-leases with various landlords; negotiate new leases or lease renewals; coordinate with real estate

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counsel.

- Manage the legal affairs.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong supervisory and leadership skills. Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Ability to adapt to the needs of the organization and team members.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Knowledge and understanding of the Department of Housing and Urban Development regulations and reporting.
- Knowledge and understanding of the Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book).
- Intermediate knowledge of Sage MIP Fund Accounting Software.

Education and Experience Requirements:

- Master's degree in business administration preferred or bachelor's degree in finance and or CPA, or related field preferred.
- Knowledge of all aspects of GAAP.
- Held positions of increasing responsibility within accounting and finance.
- Minimum five years of progressively responsible experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$7 million.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of financial management strategies.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong leadership and management skills, with experience building and leading high-performing teams.
- Must possess and maintain a current Florida's Driver's License and state minimum requirements for auto insurance.

Drug screening and Level 2 Background Required

The Arc of Palm Beach County is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.