

# CHIEF FINANCIAL OFFICER JOB DESCRIPTION

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## POSITION OVERVIEW

Norwescap, a nonprofit organization with a \$17,000,000 annual operating budget, serving over 30,000 low-income individuals and families in Northwest NJ, seeks a dynamic, savvy, innovative, and ethical leader to serve as our Chief Financial Officer. We seek someone with the capacity to be forward looking, see the big picture, and still pay exquisite attention to detail. Candidates must demonstrate a passion for making lasting community change and must be able to work in a diverse and fast-paced environment.

As a vital member of the Executive Leadership Team, the Chief Financial Officer reports to the Chief Executive Officer and assumes a strategic role in the overall management of the organization. The CFO has primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization. This includes direct responsibility for accounting, finance, forecasting, financial planning, job costing, deal analysis and negotiations, program compliance and private and institutional financing. The CFO will also provide advice, analysis and input on key property management, legal and other issues as part of Executive Leadership Team.

## ESSENTIAL FUNCTIONS

- Responsible for direction of all accounting and finance functions of the organization and its subsidiaries and related entities.
- Provide Chief Executive Officer and Board of Trustees with all financial data needed for proper management decisions.
- Work as a team with Chief Executive Officer, Executive Leadership, and Program Directors to assess and evaluate financial implications of operational and programmatic decisions.
- Establish and maintain up-to-date fiscal controls to ensure proper use of all funds, compliance with all grant obligations and timely reporting. Ensure that effective internal controls are in place to ensure compliance with GAAP and applicable Federal, State and Local regulations, laws and rules for financial reporting and fiscal management.
- Develop agency annual budget, with guidance & input from the CEO and agency Executive Leadership for Board approval prior to the agency fiscal year.
- Develop annual program and departmental budgets in conjunction with the CEO, Chief Program Officer, Program Officer, and Program Directors.
- Prepare monthly/quarterly/annual program financial statements, special analyses and other reports as required. Ensure that the financials are timely, accurate and in compliance with GAAP. Prepare monthly financial statements for review by the Board's Finance Committee and approval by the full Board.
- Close agency books on a monthly basis.
- Manage the relationship with an external audit firm and serve as liaison to the audit firm for development of annual financial statements, and the agency 990 filing.

- Provide recommendations to strategically enhance financial performance and program opportunities.
- Advise CEO and agency leadership on the impact of long range planning, introduction of new programs and strategies as well as new regulatory action.
- Provide leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Attend all Board and Board Finance Committee meetings. Serve as lead staff liaison to Finance Committee chair.
- Serve as member of Benefits/Pension Committee.
- Direct and supervise all accounting team members.

#### **OTHER FUNCTIONS**

- Perform other related duties as necessary or as assigned by the Chief Executive Officer.
- Oversee the purchasing agent to evaluate vendor quotes and services to determine most desirable suppliers.

#### **QUALIFICATION AND SKILLS**

- Bachelor's Degree in Accounting, Finance or related field (MBA or CPA preferred).
- 5+ years experience in a senior financial managerial position in a nonprofit organization.
- Strong computer skills, including proficiency in MS Office (MS Word, MS Excel), proficiency in AccuFund or similar accounting systems, online/cloud-based payroll systems, government reporting systems and financial tracking and reporting software.
- Ability to effectively inspire, motivate and direct staff (including cross-functional teams): professional development, recruitment, termination, time management and portfolio management.
- Strong financial, accounting and analytical background with focus on skills that facilitate decision making (budgeting, forecasting, modeling).
- Ability to design and manage efficient process to deliver budget.
- Project management skills and ability to manage multiple tasks simultaneously.
- Knowledge of business systems and/or government reporting and processes, with ability to navigate complex environments.
- Demonstrate excellent leadership, integrity, intellectual quickness, creativity, curiosity, discipline and resourcefulness.
- Exceptional communication skills.
- Results-oriented, strategic thinker and planner.
- Hands-on. The position requires someone who is willing to roll up their sleeves and work side by side with their team and other managers to achieve collective goals.
- Strong & Ethical Leadership. The position requires someone who can provide leadership and mentoring for staff development directly to a staff of 4 and indirectly to a staff of over 280.

#### **TO APPLY:**

Send resume to Mark Valli, CEO, Norwescap, 350 Marshall Street, Phillipsburg, NJ 08865 or [vallim@norwescap.org](mailto:vallim@norwescap.org).