



## Job Posting

### Chief Financial Officer

Project Access provides on-site health, education, and employment services to over 16,000 children, families, and seniors living in affordable housing and work force affordable neighborhoods across the country. Our goal is to provide families and seniors with the tools needed to stabilize their lives. We provide an array of services such as Health, Education, and Economic stability. Project Access works with developers/owners in a partial fee-for-service relationship to bring free services to residents within the housing community. This partial financial commitment and in-kind donation of space allows Project Access to bring additional resources together to develop comprehensive programs at our Resource Centers and offer a variety of programs and services to address individual and community needs.

As a member of the Senior Leadership team, the **Chief Financial Officer** provides strategic leadership and manages all financial aspects and the day-to-day business operations to provide a stable and effective infrastructure for the execution of the Project Access mission. Oversees and directs the work of the Business Operations Department – finance, accounting, and information technology (IT). Project Access operates over 65 Resource Centers in 12 states with 95 employees and growing. Our 2019 Annual Operating Budget is \$7M with in-kind donations of \$2.3M.

This is a full-time position and reports to the CEO & President. In terms of benefits, Project Access pays 100% of the employee's medical, dental, vision, life insurance and EAP; provides Paid Time Off and 12 paid Holidays, and a 401(k) plan with 4% match.

**To apply**, please email your cover letter and resume to [humanresources@project-access.org](mailto:humanresources@project-access.org) with "CFO" in the subject line.

#### **POSITION RESPONSIBILITIES:**

##### **Strategic Planning and Execution**

- Contribute to the development of the organization's strategic goals and coordinates the development of the Business Plan, the Annual Operating Plan, and the Annual Key Metrics
- Provide support to business development activities – reviewing agreements, contracts, and budgets

##### **Finance**

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for Board of Directors
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new centers
- Manage all audit activities
- Communicate with developers to establish annual fee increases
- Participate in grant application process and oversee grant budgets and the release of restricted funds
- Provide direct oversight of the organization's investment portfolio under the direction of the Finance Committee and assure adequate liquidity to meet cash flow needs

## **Accounting, Administrative Leadership, and Management**

- Serve as business partner to the CEO & President on the organization's financial, budgeting, and administrative processes (including payroll, payables and receivables, and benefits functions) with an eye to continuously develop and improve systems
- Develop and implement policies and procedures for general operations of the organization
- Review contracts and agreements and provide interface with legal counsel
- Provide Board support as the lead staff on the Audit and Finance Committees, and prepare and attend Board and Executive Committee meetings and record minutes as backup to the secretary
- Serve as the Plan Administrator for the organization's 401(k) Retirement Plan
- Direct and negotiate corporate risk management insurance programs related to general liability, property and casualty, Workers' Compensation, and Director and Officers coverage

## **IT**

- Oversees the technology activities of the organization including the maintenance of the servers, staff and resident lab computers, and equipment
- Plan for future growth and position organization to be able to meet IT needs (hardware and software) as the organization grows

## **QUALIFICATIONS (Education, Experience, Skills, Credentials):**

- Bachelor's degree in Business, Management, or Finance required (MBA preferred)
- CPA preferred
- Ten years of professional experience including managing the finance and administration of a high-growth \$7+ million organization (preference given to nonprofit experience)
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience to include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Technologically savvy, with an ability to point to example of having worked with IT staff to develop and implement new processes and systems that increased efficiency
- Advanced skill level with Excel and MS Office. Knowledge of Intuit QuickBooks helpful.
- Personal qualities of integrity, credibility, and a commitment to the Project Access mission
- Track record of inspiring respect and maintaining an inclusive, collaborative leadership style
- Valid CA Driver's License, clean driving record, and current automobile insurance

*The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

**Equal Opportunity:** Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.