



Job Description, 8/28/2023

Position Title: Chief Financial Officer (CFO)
Reports to: CEO & President
Supervises: Controller, Staff Accountant and Accounting Clerk
Location: Corporate office in Orange, CA; Hybrid Role

If you're passionate about creating real impact in our communities, consider Project Access as the next step in your career. Driven by a mission to provide residents of affordable housing communities the opportunity to achieve self-sufficiency and maximize their full potential, we are dedicated to being a great place to work for a diverse workforce of people committed to a meaningful cause. Whatever your role at Project Access, you will play an essential role in helping us cultivate strong communities, positive changes, and hopeful futures.

About us:

Project Access is a solid nonprofit organization in operation since 1999 with a budget of over \$12 million and a successful track record of exponential growth over the past five years. Project Access operates on an earned income model as a social enterprise, providing on-site health, education, and employment services to over 22,000 children, families, and seniors living in affordable communities nationwide.

Project Access operates resource centers that are strategically located in low-income communities. This ensures that the organization can effectively reach and serve those most in need of their services. By establishing resource centers in these communities, Project Access strives to create access to vital health, education, and employment resources for individuals and families facing financial challenges. These resource centers serve as community hubs, providing a wide range of programs and services to empower residents and foster positive change within these underserved neighborhoods.

Project Access collaborates closely with housing developers, establishing a partial fee-for-service relationship to bring free services to residents within the housing community. This partnership allows Project Access to leverage additional resources and develop comprehensive programs at their Resource Centers to address individual and community needs.

With an 80/20 funding model, Project Access relies on strategic partnerships with developers for 80% of its financial resources. The remaining 20% is secured through fundraising initiatives such as events, campaigns, grant acquisitions, and contributions from individuals who share the organization's vision and mission. Project Access operates over 100 Resource Centers in 16 states and employs over 130 dedicated professionals, with plans for continued growth.

The opportunity:

The successful Chief Financial Officer (CFO) will share a passion for mission-driven work grounded in sound business practices. They will savor complexity, diversity, and partnership. The critical roles for the strategic decision-maker include: providing strategic leadership and managing all financial aspects and day-to-day business operations, and providing a stable and effective infrastructure for the execution of the Project Access mission. A Senior Leadership team member, the CFO works closely with the Business Development team and has direct oversight of the finance and accounting team.

What you will be doing:

Strategic Planning and Execution

- Contributes to the development of the organization's financial strategy.
- The CFO works closely with the CEO and Fund development to ensure a financial strategy is in alignment with the organization's capital requirements.
- Financial Modeling and Valuation: The CFO collaborates with other teams, such as finance, legal, business development, and fund development, to develop financial models and conduct valuation analysis. This allows them to determine the organization's value proposition, assess the potential returns for investors, and negotiate funding terms.

Sales Support

- Analyzing various types of margins, the CFO gains insights into the company's profitability, efficiency, and the effectiveness of cost control measures. This helps guide strategic decisions and financial planning to improve overall financial performance.
- Provides support to business development activities –reviewing agreements and budgets and analyzing margins, minimums, and thresholds to ensure fee structure is within the established budget.
- Provide finance summaries to partners regarding infrastructure funding.
- CFO assesses margins by analyzing financial data and calculating various types of margins, such as gross margin, operating margin, and net margin.
- CFO may also conduct variance analysis throughout the process to identify any significant deviations from expected margins and investigate the underlying causes. They may also benchmark the organization's margins against competitors or industry standards to assess performance.

Finance

Manage Financial Sustainability: KPIs related to financial sustainability include measures such as the ratio of program expenses to total expenses, the ratio of fundraising expenses to total contributions, and the organization's ability to cover operating costs through unrestricted revenue sources. These KPIs assess the organization's financial health and its ability to achieve its mission in the long term. Ratio needs to be (80/20)

- Review and approve the preparation and finalization of monthly and annual financial reporting materials and metrics for the Board of Directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new centers.
- Enhance the efficiency of the budget process.
- Manage all audit activities and manage the audit committee.
- Participates in grant application process and oversees grant budgets and the release of restricted funds to ensure grants are within financial thresholds.
- Oversee Finance & Audit committees.
- Provides direct oversight of the organization's investment portfolio under the direction of the Finance Committee and assures adequate liquidity to meet cash flow needs.
- Oversee Tax Process/990 Timeline (Note: Tax returns not transferred to tax department).
- Conduct and lead annual budget training for staff in preparation for annual budgets.

Budget Process

The CFO plays a crucial role in the budget process. They will ensure the allocation of funds strategically, considering the organization's short-term and long-term financial goals.

Their main functions typically include Budget Planning, Oversight and communication, Financial Analysis, Risk Assessment, Forecasting, and Financial Reporting.

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 for continuous improvement. (*Payroll will be transitioned under HR in 2024.*)
- Provide Board support as the lead staff on the Audit and Finance Committees, and prepares and attends Board and Executive Committee meetings, and record minutes as backup to the EA.
- Directs and negotiates, in collaboration with HR, the corporate risk management insurance programs related to general liability, property and casualty, Workers' Compensation, and Director and Officers coverage to meet accepted terms and conditions.
- Manage investor relations.
- Oversee all cost-saving projects for Finance and Purchasing.

What you will bring along:

- Bachelor's degree in Business, Management, or Finance required (MA/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
- Advanced skill level with Excel and MS Office. Knowledge of Intuit QuickBooks. Led ERP system implementations
- 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

This job may be a great fit for you if:

- You have a combination of financial expertise, nonprofit knowledge, strategic thinking, and strong leadership abilities to successfully manage the financial aspects of the organization and support its mission.
- **You have a relentless drive to propel your organization through scaling and growth.**
- You have Leadership and Team Management skills: You possess strong leadership skills to manage the finance team effectively. This includes providing guidance and mentorship, fostering teamwork and collaboration, and promoting a culture of financial accountability and transparency within the organization.
- Board and Stakeholder Engagement: You have strong communication and relationship-building skills. You are able to engage with the board of directors, finance committee, executive team, and other stakeholders to provide financial guidance, present financial reports, and gain support for financial strategies and initiatives.
- Risk Management: You have the ability to identify and manage financial risks in a nonprofit organization. This includes forecasting and managing cash flow, ensuring compliance with regulatory requirements, implementing internal controls, and assessing and mitigating financial risks associated with grants and ALL contracts.
- Strategic Planning: You have a strategic mindset and the ability to align financial goals with the organization's mission and strategic objectives. You are able to identify opportunities for revenue growth, cost optimization, and program effectiveness through financial planning and analysis

- **Nonprofit Knowledge:** You understand the unique aspects of the nonprofit sector. This includes knowledge of nonprofit accounting standards and regulations, fundraising strategies, grant management, compliance with tax-exempt requirements, and understanding the mission-driven nature of nonprofit organizations.
- **Financial Management:** You have strong financial management skills, which are the foundation for a successful CFO in a nonprofit organization. This includes budgeting, forecasting, financial analysis, cash flow management, and financial reporting. The ability to interpret and communicate financial data to non-financial stakeholders is also crucial.

Location: Corporate office in Orange, CA. This is a hybrid role, time will be split between working remotely and working out of the corporate office.

Schedule: Full-time, Monday – Friday, includes evenings and weekends as needed

Travel: 10% travel

What we can offer you:

Annual Compensation: \$180,000-185,000, plus potential bonus in 2024 (amount and goals to be determined within 60 days of hire)

Benefits:

- Project Access offers medical, dental, term life insurance, long term disability, and EAP. Vision and voluntary life insurance available at employee cost.
- We offer Paid Time Off and 14 paid holidays
- We offer a Safe Harbor 401(k) with 4% match.
- The ability to make a difference in the lives of people in communities across the country.
- You will be part of a growing, diverse, inclusive workforce, dedicated to creating positive changes for our residents. We commit to creating an inclusive environment where all can thrive, regardless of age, gender, orientation, sexual orientation, religion, or disability.

Excited about this opportunity? We're excited to meet you! **To apply**, please send your resume and a cover letter to anaccarato@project-access.org with "CFO" in the subject line.

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

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.

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