

**Latin American Community Center**

**Position Description**

**Position Title:** Chief Financial Officer **Salary:** $65,000 - $80,000

**Dept.:** Administration  **Classification:** Exempt

## Supervisor: President & CEO Status: Full-time

**Summary of Position**:

The Chief Financial Officer manages the overall daily operations of Finance and Human Resources, Develops and implements organizational strategies and policies and procedures on the use of materials and human resources. The incumbent is responsible for all of the Agency’s Financial, and Human Resources as well as the management and development of all employees reporting to the position.

**Minimum Qualifications:**

* MPA, MBA in Finance or equivalent.
* Experience in Human Resources
* Ten plus years of experience in both public and non-profit sectors
* Five years’ experience in a supervisory/management role in a related field
* Experienced negotiator for the development of service and fee-based partnerships, and contract negotiations
* Experience in starting up operations
* Direct experience with, human resource management, non-profit Fund Accounting financial management, and development of organizational policies and procedures.
* Strong organizational, strategic planning and administrative skills
* Excellent written and oral communication skills
* Ability to interact at all internal and external organizational levels (from operational staff to Board of Directors, financial, community, government, business, educational, regulatory and other organizations)
* Computer literacy (Word, Power point, Excel)
* Black Baud: Financial Edge experience

**Specific Responsibilities:**

Financial Management:

* Oversight of day-to-day financial operations
* Develop and recommend financial management and accounting processes and procedures that improve agency operations
* Oversight for financial forecasting and budgeting processes
* Timely reporting of Agency’s financial performance to the Board of Directors
* Oversee all Accounting functions, including the interpretation of GAAP as applied to Non-Profits and ensure that the agency’s accounting for transactions are in accordance with these standards.
* Timely collection of resources from, and financial reporting to Agency funders
* Payroll management
* Client A/R management and collection
* Internal control procedures and environment
* Coordination of annual audits and compliance to IRS tax requirements for non-profit agencies.
* Financial advisor to Agency programmatic areas

## Human Resources Management

* Leadership in the implementation of developmental organization processes
* Support and advise the President and CEO in the design and implementation of organization structures that meet the Agency’s funding requirements and constraints, while ensuring the effective delivery of services
* Coordination of Agency performance evaluation processes and procedures
* Administration of all Personnel records, and compliance with state and federal employment legislation
* Development, implementation and oversight for career path program for agency employees
* Development of agency employee training program
* Coordination of all hiring processes and activities
* Management of employee benefit programs, evaluating and recommending new and/or improved benefits to the President and CEO
* Management of Personnel Policy Manual

## Planning

* Leadership of Agency’s strategic planning process
* Oversight of Agency’s strategic plan implementation process

## Management:

* Identification, hiring and management of qualified Department personnel.
* Performance evaluations and oversight of developmental and career opportunities.

General Administration:

* Leadership of agency business process improvements for the cost-effective management of Agency’s operations.
* Leadership of development of service and fee-based partnerships for optimization of funding resources
* Recommend, develop and implement operating policies and procedures
* Provide the CEO with special reports and/or analyses as required
* Cost-effective management of day-to-day department operations
* Coordination and leadership of all contract negotiations
* Serve as key participant on Agency’s Executive Leadership Team
* Participate in other internal and external activities as directed by the President & CEO
* Advocate for the Center and its clients
* Strict adherence to policies and procedures of the Latin American Community Center

# Knowledge/Skills/Abilities

* Bilingual/bi-literate in English-Spanish preferred but not required
* Recognized leadership and interaction abilities at all organizational levels
* Ability to create a strong positive environment for staff
* Experience in accounting, control and treasury functions for non-profit organizations
* Negotiation and pricing experience
* Experience and exposure to financial and human resources processes and systems
* Strong planning and organizational skills
* Must be able to consistently meet timeframes and deadlines
* Comfortable in fast-paced, changing environment
* Ability to work in a multi-cultural environment

**We are looking for candidates who:**

* Are innovative thinkers
* Can hit the ground running
* Operate at both the strategic and operational levels
* Uphold the values and goals of the Latin American Community Center
* Are flexible and willing to work long hours
* Are strong environment builders
* Have strong planning and organizational skills

**THE SELECTION PROCESS IS RIGOROUS AND WILL INCLUDE THE FOLLOWING:**

* Review of application, cover letter and resume
* Group Interview
* Reference Checks
* Testing and work samples