



Chief Financial Officer

JOB DESCRIPTION

Title: Chief Financial Officer	Reports to: President/Chief Executive Officer
Status: Full-time	Category: Exempt
Supervises: Controller, Senior Accountant	Last Updated: June 15, 2023

Position Summary

The Chief Financial Officer is the agency senior executive responsible for overseeing and administering the financial operations and finances of Ability Housing. The Chief Financial Officer leads the organization's financial planning, management, and analysis. The Chief Financial Officer develops and implements sound financial strategies, accounting controls, cash flow monitoring, and fiscal safeguards to ensure Ability Housing's financial stability, growth, and viability. The Chief Financial Officer supervises the Controller and Senior Accountant. The Chief Financial Officer reports to the Chief Executive Officer and serves on the agency's executive leadership team.

Essential Duties and Primary Responsibilities

The Chief Financial Officer is critical to the company's overall financial strategy and health, supporting the creation and execution of the organization's financial plans.

- Leads the development and management of the organization's annual budget (operational and capital) in alignment with its strategic objectives and initiatives
- Works collaboratively with all department leaders in creating and monitoring their budgets against company objectives
- Oversees the agency's daily financial operations, enhancing financial management, processes, controls, infrastructure, and stewardship
- Oversees finance, accounting, and cash management functions in adherence to financial standards and compliance
- Supervises and evaluates the finance department staff and performance
- Performs financial analysis and forecasting, communicating results and projections to the Chief Executive Officer, Board of Directors, and other key stakeholders
- Manages company investments, financing, banking, and taxation matters
- Monitors and reports regularly on the organization's cash flow, business performance, financial position, and fiscal health particularly as required for operations and real estate

development

- Supports the organization's strategic and fundraising plans and their progress
- Contributes to the agency's overall operations, efficiency, and cost reduction
- Manages application of the company's financial information technology system(s)
- Supports the organization's capital structure, real estate development, and vendors
- Assesses financial performance of real estate properties including to address any needs and/or strengthen performance
- Develops and manages relationships with investors, financing organizations, and related financial contacts and partners
- Researches, identifies, and communicates vital economic trends and revenue opportunities
- Ensures grant and contractual financial compliance and reporting
- Prevents and mitigates financial risks and liabilities including through quality controls and corrective action
- Ensures timely completion of the agency's close-out activities, annual financial audits, and IRS Form 990
- Prepares, disseminates, and briefs financial reports including as part of sound company decision making and successful growth
- Works collaboratively with the Board Treasurer on applicable financial matters
- Performs other duties as assigned

Qualifications

The Chief Financial Officer will possess the following education, experience, and competencies:

Education

- Minimum of a bachelor's degree in accounting, finance, or related field
- Master's degree in accounting, finance, business administration, or related field preferred
- Certified public accountant (CPA) preferred

Experience

- Minimum of 10 years in an executive accounting and finance role
- Strong background in financial planning, budgeting, analysis, forecasting, and implementation strategies
- Real estate accounting and development experience a plus
- Experience with senior leadership and managing teams
- Experience with nonprofit, grant, and contractual accounting compliance and reporting a plus
- Understanding of property and asset management a plus
- Proven track record in chief financial officer, financial director, and/or controller role

Knowledge, Skills, Abilities

- Understands operational and capital budgeting and financial oversight
- Understands financial concepts, best practices, operations, and management
- Understands and applies general accounting laws, standards, practices, and ethics
- Knowledge and familiarity with financial and project management software and databases
- Proficiency with Microsoft Office and Excel
- Strong organizational skills and detail orientation
- Strong analytical and critical thinking skills
- Effective decision-making and risk management skills
- Excellent verbal and written communication skills at executive level
- Ability to strategize and problem solve effectively
- Ability to lead and function effectively within a team environment
- Ability to function autonomously and with integrity

Success Factors/Metrics:

Some key success factors in accordance with overall financial operations include the following metrics:

- Timely and accurate budgets and financial reports
- Accurate calculations, forecasts, and projections
- Identified revenue opportunities
- Earned revenue
- Cost containment
- Grantor and contractual financial compliance
- Effective internal financial controls and functioning
- Timely closing of financial actions and records
- Successful audits

Work Environment and Schedule

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Requires working at a desk and using a computer and telephone
- Requires use of office equipment and machinery
- Requires ability to travel between work locations
- Requires occasional lift and/or move of objects weighing up to 25 pounds
- Requires vision abilities including to adjust focus

Ability Housing offers a flexible work schedule and hybrid environment. Schedules may vary based upon the demand of each position and staff accommodation. This position primarily requires a regular daily (Monday through Friday) work week with in-person presence and some possible remote performance. After hours, weekend duties, and some travel may be required at times.

Nothing in this position description restricts management's right, at any time, to assign or reassign duties and responsibilities or to revise this position description based on business needs. Furthermore, this job description is not to be construed as an exhaustive list statement of duties, responsibilities, and/or requirements.

Company Expectations of Employees

All employees are expected to

- Adhere to agency policies and procedures
- Report to work on time and prepared to perform the duties of their position
- Dress appropriately and professionally
- Attend required and assigned meetings and trainings
- Be courteous and respectful to fellow employees, agency clients, and company volunteers

Benefits

Ability Housing offers competitive compensation and benefits including medical, dental, vision, life insurance; long-term disability; paid vacation and holidays; and retirement.

Ability Housing is firmly committed to equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decisions and practices shall not be influenced or affected by virtue of an applicant's race, color, gender, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law.