



Job Description

Job Title: Chief Financial Officer

Department: Administrative Office

Reports To: Executive Director/CEO

Salary: \$197, 998.00

FLSA Status: Exempt

Prepared By: HR Director

Prepared Date: 08/10/2010

Revised Date: 11/2020; Updated 11/2025

SUMMARY

The Chief Financial Officer (CFO) is a senior executive leadership position reporting directly to the Executive Director/CEO and serving as a key strategic advisor to the Board of Directors. The CFO provides comprehensive oversight and direction for the agency's **Fiscal, Human Resources, and Information Technology departments**, ensuring financial stability, operational integrity, regulatory compliance, and long-term organizational sustainability.

The CFO is responsible for maintaining accurate financial reporting systems, presenting **monthly financial reports to the Board**, ensuring compliance with government contracts (OMH, OPWDD, HASA, HRA, DOHMH), and providing expert oversight of the agency's **Low-Income Housing Tax Credit (LIHTC)** projects, including investor reporting, reserve management, and financial components of real estate development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

Executive Leadership & Governance

- Provide **monthly financial statements, dashboards, and narrative analysis** to the Executive Director/CEO and Board of Directors.
- Present at Board and Finance Committee meetings on financial performance, risks, cash flow, projections, and strategic recommendations.
- Support organization-wide strategic planning, business modeling, and long-term financial forecasting.
- Maintain transparency and integrity in all financial communications with internal and external stakeholders.

Financial Management & Reporting

- Oversee all fiscal operations ensuring compliance with GAAP, funder requirements, and nonprofit financial best practices.
- Maintain and continuously improve the agency's **financial reporting systems**, ensuring timeliness, accuracy, and completeness.
- Direct preparation and review of monthly and annual financial statements, including balance sheets, income statements, cash flow reports, and budget-to-actuals.
- Oversee government billing, reimbursement, and contract financial reporting for OMH, OPWDD, HASA, HRA, DOHMH, HUD, and other funders.
- Lead annual budget development for all programs and departments, working collaboratively with senior leadership.
- Manage financial components of LIHTC projects, including:
 - Operating pro formas and financial projections
 - Investor and syndicator reporting
 - Reserve monitoring (replacement, operating, and tax credit reserves)
 - Cost certification, audit coordination, and compliance documentation
 - Support for closings, 8609 issuance, and long-term reporting

Audit, Compliance & Internal Controls

- Oversee internal and external audits, including agency-wide audits and program-specific reviews.
- Ensure strong **internal controls**, segregation of duties, and compliance with all regulatory and contractual obligations.
- Review and approve all journal entries, reconciliations, allocations, and major financial transactions.
- Maintain financial risk management practices and ensure corrective actions are implemented when needed.

Human Resources Oversight

- Provide executive leadership and oversight to the HR Department to ensure full compliance with labor laws, HR policies, and funder requirements.
- Ensure HR practices, staffing levels, and organizational structure align with budget capacity and program needs.
- Oversee compensation frameworks, recruitment strategies, workforce planning, and benefits administration in collaboration with the HR Director.
- Ensure accurate and timely payroll processing, labor allocations, and compliance with wage and hour regulations.
- Support HR in employee investigations, disciplinary processes, and risk mitigation strategies.

Information Technology Oversight

- Provide strategic oversight to ensure the IT Department maintains secure, modern, and integrated systems supporting financial, HR, and program operations.

- Ensure IT infrastructure supports cybersecurity, data integrity, and efficient business processes.
- Oversee technology upgrades, system implementations, and staff training initiatives.

Operational Collaboration & External Relationships

- Maintain strong working relationships with Program Directors, Residence Managers, and department leaders to ensure spending aligns with budgets and programming needs.
- Collaborate with real estate partners, lenders, syndicators, and auditors on LIHTC and capital project financial matters.
- Build and maintain effective relationships with banks, financial institutions, funders, and external stakeholders.

Staff Leadership & Department Oversight

- Supervise and evaluate the Accounting Manager, Payroll Administrator, HR Director, and IT management staff.
- Hold regular supervisory meetings with direct reports and periodically attend department meetings to ensure coordination and accountability.
- Ensure continuous staff development, training, and professional growth within Fiscal, HR, and IT departments.

QUALIFICATIONS

Required:

- Master's Degree in Finance, Accounting, Business Administration, Public Administration, or related field.
- At least 10 years of progressive financial management experience, preferably in nonprofit or human services settings.
- Demonstrated experience providing **monthly financial reporting** to executive leadership and board-level committees.
- Strong knowledge of **Low-Income Housing Tax Credit (LIHTC)** financing, syndicator reporting, cost certifications, and long-term compliance.
- Expertise in maintaining and improving **financial reporting systems**, including automated accounting software and dashboards.
- Strong leadership, communication, analytical, and strategic planning skills.

Preferred:

- CPA or MBA
- Experience in organizations with budgets exceeding \$20 million and multiple funding streams.
- Familiarity with IT systems, cybersecurity, HRIS software, and data governance.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of responsibilities or requirements. The Executive Director/CEO reserves the right to modify, expand, or assign additional duties as needed.

EMPLOYEE - PRINT NAME

SIGNATURE

DATE