

Plaza Community Services

Plaza Child Development Program

Chief Financial Officer

Salary Range: \$125,000-\$150,000 (Depending on Experience and Education)
Status: Exempt
Position: Full-time

Definition:

The Chief Financial Officer (“CFO”) is a partner to the Chief Executive Officer (“CEO”), the Board of Directors (“BOD”), Program Directors and funders by assessing organizational performance against both the annual budget and Plaza Community Services’ (“Plaza”) for short, medium and long-term strategies. The CFO develops tools and systems to provide critical financial and operational information to the CEO, the BOD and Program Directors to make actionable recommendation on both strategy and operations. The CFO works with all stakeholders to assure monitoring and oversight of programs.

Duties:

Executive Management

Serve as a member of the Executive Leadership Team. Participate in key decisions pertaining to strategic initiatives, operating model and operational execution.

Financial Planning and Analysis:

- Prepare and maintain regular financial planning reports, monthly profit and loss forecast by program (vs. budget)
- Develop and maintain capital budget
- Assist in development of financial planning and analysis, exercises/reports
- Participate in calls with Lenders
- Report on strengths and weaknesses to Senior Management and the Board of Directors
- Assesses reporting and monitoring needs of funders and meet those needs
- Supervision of the 401(K) administration and all related plan reporting and transactions
- Prepare annual budgets as required by Grantors and submit all applications for continuing funding
- Prepare annual IRS Forms 1099, 1094 and 1095.

Accounting Activities:

- Oversee preparation of month-end, quarter-end and year-end financial statements
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and corporate/overhead cost allocation
- Enhance and implement financial and accounting systems, processes, tools and control systems.
- Serve as final point of escalation for Accounts Receivable/Accounts Payable issues
- Develop, train, manage, supervise and evaluate accounting staff
- Serve as a key point of contact for external auditors; manage preparation and support of all external audits from contractors
- Prepare reports for Finance Committee and Staff Committee in preparation for regular BOD meetings.

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Cash Management:

- Oversee weekly cash management; approve accounts payable
- Oversee accounts receivable management and provide support to collections' activities
- Manage the company's insurance policies.
- Manage the company's real estate affairs consisting of leases with various property owners; negotiate new leases or lease renewals.
- Maintain monthly checklists as described in Fiscal Policies and Procedures ("FPP").

Finance

- Oversee cash flow planning and ensure availability of funds as needed
- Oversee cash, investment, and asset management
- Oversee financing strategies and activities, as well as banking relationships
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

Planning, Policy, and Investor Relations

- Coordinate the development and monitoring of budgets
- Develop financial business plans and forecasts
- Participate in corporate policy development as a member of the Senior Management Team
- Engage the Finance Committee of the Board of Directors to develop short, medium, and long-term financial plans and projections
- Represent the company to Financial Partners, including Financial Institutions, Investors, Foundation Executives, Auditors, Public Officials, etc.

Accounting and Administration

- Oversee the Accounting Department to ensure proper maintenance of all accounting systems and function; supervise company nonprofit's Finance staff
- Ensure maintenance of appropriate internal controls and financial procedures
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and company nonprofit is board of directors; oversee the (??) preparation and communication of monthly and annual financial statements
- Coordinate audits and proper filing of tax returns
- Ensure legal and regulatory compliance regarding all financial functions.

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or Business Administration.
- 10+ years of progressively complex and relevant leadership experiences in nonprofit organizations.
- Ability to continuously communicate, train and work with all sectors of the organization to assure continuous monitoring and evaluation.
- Familiarity with Uniform Guidance, GASB and other requirements governing receipt, expenditure and management activities of endowments and federal awards.

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Desired Qualifications

- Master's degree in a related field, MBA preferred
- Certified Public Accountant (CPA) license
- Knowledge and experience associated with property financing
- Bilingual (English/Spanish)
- Current driver's license and automobile insurance.

Special Requirements

- TB clearance, to be renewed every two years
- Successfully pass fingerprint clearance

Physical Requirements:

To perform this job, the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Plaza Community Services is an equal opportunity employer. This position is open until filled.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled

How to Apply:

Please email a cover letter and resume to guelna@plazacs.org