

## Chief Financial and Administrative Officer

HomeFront, a 27 year old social services nonprofit entering period of growth is seeking a key executive with the heart and soul for our mission, which is to end homelessness, along with the skills and experience to ensure a staff of 110 employees and 35 programs are meeting our mission in the most effective, impactful and client-based manner.

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

The HomeFront experience is individualized to meet the needs of each family who comes to us for help. Last year, with an annual budget of \$8 million, we answered over 16,000 cries for help providing shelter, food and hands-on emergency aid.

### **Summary/Objective**

The CFAO is a key leadership role reporting to the CEO in the areas of Finance, Technology Infrastructure, Compliance, Risk Management and Human Resources requiring strong problem solving skills and analysis of organizational impact. The role is responsible for directing the fiscal functions of HomeFront in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, and other regulatory and advisory organizations in accordance with financial management techniques and practices appropriate within the non-profit industry. As a member of the senior management team, the CFAO will be involved in strategic planning and its execution to meet organizational goals.

### **Essential Functions**

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal, administrative and regulatory function and performance.
- Participate in the development of the corporation's plans, key decisions and programs as a strategic partner.
- Evaluate and advise on the impact of programs, strategies, regulatory actions and give financial perspective on any contracts into which HomeFront may enter
- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO, the Board and other senior executives in performing their responsibilities
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization
- Establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
- Provide up to date analysis
- Provide technical financial advice, continual improvement of budgeting processes and knowledge to others
- Partner with program leaders regarding finance and accounting best practices to support program operations

- Lead financial team to clarify roles and responsibilities, develop and implement training programs to reach optimal individual and agency goals
- Support team in managing grants in accordance to terms in grant contract
- Provide strategic financial input and leadership on decision making issues affecting the organization
- Create, monitor and manage budget
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash flow
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs
- Evaluate the finance department structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth
- Foster a success-oriented, accountable environment within the organization Skilled in organizational development, personnel management, budget and resource development, and strategic planning
- Possess personal qualities of integrity, credibility, and commitment to HomeFront's mission
- Flexible and able to multitask; can work with an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrating resourcefulness in setting priorities and guiding investment in people and system
- Support employees at all levels to optimize efficiencies
- Lead organizational education regarding regulatory and financial thinking as they relate to the organization
- Provide support and instruction to managers regarding strategic deployment of organizational resources

### **Competencies**

- Compassion for Homeless Individuals
- Emotional Intelligence
- Analytical
- Strong Business Acumen
- Strategic
- Financial Management
- Strong Integrity
- Ethical Conduct
- Leadership
- Sound Judgment
- Problem Solving/Analysis
- Budget Development
- Personal Effectiveness/Credibility
- Contract Compliance

### **Technical Skills**

- Advance Microsoft Excel skills (pivot tables, vlookups, macros)
- Experience with complex charts of accounts and Abila Fund Accounting (MIPS)

## **Requirements**

- Bachelor's degree in financing or related field, Masters preferred
- Ten years of strong financial, regulatory and administrative experience
- 5 years of Non-Profit Financing Experience
- 5 years of hands-on accounting managerial experience

## **Supervisory Responsibility**

This position is responsible for the direct supervision of Accounting, Compliance, Risk Management, Information Technology and Human Resources.

## **Other Duties**

This job description is not designed to cover all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

HomeFront is an equal opportunity, affirmative action organization