

JOB DESCRIPTION

JOB TITLE: Chief Financial Officer
REPORTS TO: Chief Executive Officer
SUPERVISES: Finance and Administrative Staff

All Faiths Food Bank provides over 8 million meals annually to more 60,000 people through its network of 180 member agencies and programs. With an annual cash operating budget of over \$6M, All Faiths Food Bank will open its new state-of-the-art facility and launch an organizational rebrand in 2018. The CFO will serve as a key member of the organization's executive leadership team and will be expected to play a critical role in Food Bank's future growth and development. Join us as we work to achieve our mission and provide healthy solutions to end hunger

POSITION SUMMARY

Chief Financial Officer (CFO) provides both operational and strategic support to the organization. The CFO supervises the finance/accounting, HR and IT functions of the organization. As a key member of the Executive Team, the CFO supports the Executive Team on all strategic and tactical matters as they relate to budget management, modeling and cost impact analysis, financial evaluation of short term tactics and long terms strategies, forecasting, HR and IT.

DUTIES & RESPONSIBILITIES:

- Establish and maintain strong relationships with the Executive Team; provide support and advice including the collection and presentation of organization-wide performance metrics and dashboards.
- Direct and oversee all aspects of the Finance/Accounting functions and reporting, provide timely (monthly, quarterly, annual) and accurate analysis of budgets, financial trends, and forecasts.
- Provide leadership in the development of methodology to evaluate short and long term strategic financial objectives, the impact of long range planning, introduction of new programming, potential revenue streams, and regulatory actions.
- Develop new tools and systems, forward-looking predictive financial models to provide critical financial and operational information to the Executive Team and to evaluate strategic alternatives and considerations; provide recommendations to strategically enhance the financial performance of new and existing programs.
- Serve as a strategic partner to and work closely with Development, supporting clear revenue metrics, forecasting, reconciliation. Provide information used in the preparation of all grant reports and fundraising activities.
- Work with the CEO, COO and SPO to ensure programmatic success through cost analysis, support, and compliance with all contractual and program requirements including inventory management.
- Oversee the annual budgeting process, ensure the provision of assistance to individual department heads in the preparation, maintenance and timely reporting of departmental operational budgets.
- Ensure that all leadership behaviors and actions are consistent with AFFB Mission and Values; provide values-based leadership to finance/accounting staff.
- Proactively establish appropriate fiscal policies, controls and separation of duties to ensure sound financial practices, protection of assets and efficiency in all administrative areas.

- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Develop plan for capital expenditures to meet the future needs of the organization.
- Oversee the annual financial audit, mandatory state and federal program audits, preparation and submission of the IRS 990 report.
- Serve as lead staff support for the Finance Committee, Audit Committee and Investment Sub-Committee of the Board.
- Lead the Enterprise Risk Management process including Disaster Recovery for business processes, support and coordinate risk assessment and mitigation activities including data and financial security.
- Directs the Human Resources function including organizational staff structure, development of and adherence to policies and procedures, recruiting and selection of employees, employee relations, compensation and benefits, performance appraisals, training and development, safety; and legal compliance payroll, hiring and termination, .
- Lead Information Technology (IT), ensuring that the organization's objectives and programs align with IT objectives and programs, and that the organization has strong data and information integrity.
- Assist in all aspects of administration and other tasks as directed by the CEO.

QUALIFICATIONS

- Bachelor's degree in finance, business admin, accounting, or equivalent; Master's preferred. CPA desired, but not required.
- 10+ years of experience as a senior level financial leader partnering with the Executive Team.
- Non-profit financial management experience preferred; budget of at least \$6 million desired.
- Well-versed in systems and information technology as applied to financial systems.
- An energetic, forward-thinking and creative individual with high ethical standards.
- A strategic visionary with sound technical skills, analytical ability, good judgment, strong customer service focus and passion for the work and the mission.
- Able to behaviorally model AFFB Mission and Values; ability to build positive, supportive, and influential relationships with Executive Team and throughout the organization.
- Ability to relate to people at all levels of an organization and possesses excellent communication skills
- A decisive individual who possesses a "big-picture" perspective but is also able to operate in a "hands-on" capacity
- Strong presenter and representative of our organization.