



Job Posting

April 12, 2019

POSITION

Chief Financial Officer (CFO)

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

Commensurate with relevant Experience

REPORTS TO

CEO and RiseBoro Board of Directors

PRIMARY DUTIES AND RESPONSIBILITIES

- Directs financial planning, operations, financial reporting, risk management, accounting and finance, Human Resources and the Information Technology functions with strategic planning and objectives adopted and approved by the board, and subject to its oversight.
- **Maintain RiseBoro's financial sustainability and its capacity to invest in programs and initiatives that unleash the community's potential to thrive.**
- Oversee the internal infrastructure of a results-driven organization, in which all units and managers are evaluated based on measurable indicators for financial performance, efficiency, and impact on communities served.
- As strategy, programs, and initiatives evolve with the community, ensures that all components of the finance and operational administration are aligned with those changes.
- Management of financial planning, operations, financial reporting, risk management, accounting, finance, HR and IT must result in a cash position, asset **base, and administrative infrastructure that supports RiseBoro's** theory of change.
- **Ensure that RiseBoro is able to effectively execute its mission and goals. The organization's finances, people, processes and systems provide the support for the programs that directly impact RiseBoro's mission to unleash the community's capacity to thrive.**

LEADS FINANCIAL PLANNING AND CASH MANAGEMENT

- Serves as Chief Financial Officer for RiseBoro and all of its affiliates
- Serves as officer on board of all real estate affiliates
- Ensures that overall organizational strategy supports financial sustainability, expands capacity to invest in the communities, and translates into measurable results
- Reports financial results to the CEO and board with recommendations for achieving goals
- Develops the financial plan and annual budgets for the organization and its affiliates
- Directs long-term revenue and cost management to advance the strategic plan
- Monitors progress and presents operational metrics to internal and external stakeholders
- Oversees management of payers including Medicare, Medicaid and city agencies
- Oversees management of fee for service models where appropriate
- Presents cash flow analysis and reports to CEO and Senior Leadership on a regular basis
- Ensures vendors are paid timely
- Lead transition to a centralized purchasing system for RiseBoro and its affiliates
- Supervises the Controller and financial accounts systems for the organization and its affiliates



MANAGES RISKS AND FINANCIAL COMPLIANCE

- Mitigates financial and operational risks including insurance coverage
- Reports to the CEO and board on the current and potential material risks to the organization
- Supervises the operations and risk manager to actively assess and mitigate risks
- Certifies audits, financial statements, files tax returns, and submits required reports to regulators on a timely basis

MANAGES FINANCIAL OPERATIONS

- Supervises the Controller and Vice President of Financial Operations
- **Sets financial policy in accordance to the organization's overall strategy** and directives with oversight by the CEO
- Develops tools and systems to provide critical financial and operational information to the executive team and makes actionable recommendations on strategy and operations
- Assesses organizational performance against annual budget and long-term strategy and KPIs

DIRECTS FINANCIAL REPORTING

- Ensures that all financial information is compiled in financial statements, with accompanying disclosures, and presents this information to various internal and external stakeholders
- Ensures that the finance staff maintains financial record systems and processes in accordance with Generally Accepted Accounting Principles, and monitors the use of all funds

SUPERVISES HUMAN RESOURCES (HR) FUNCTIONS

- Supervises the Vice President of Human Resources
- **Develops the organization's human capital ethically and effectively**
- Sets and builds a performance culture for the organization that unleashes community capacity
- Serves as a key member of the executive team on union and labor relations activities

OVERSEES INFORMATION TECHNOLOGY (IT) FUNCTIONS

- Oversees and manages corporate IT processes for the organization
- Sets strategy for effective information technology investments and deployment
- Ensures technology deployments that harness potential and support productivity
- Reviews and establishes policies for information technology and related compliance
- Ensures that RiseBoro implements competitive data security practices

COMPETENCIES

- **Minimum of 10 years' financial management experience with increasing levels of responsibility over positions held**
- Demonstrated strong situational leadership competencies
- Previous experience as financial fiduciary preferred
- Excellent written and oral communication skills
- Proficient with spreadsheets, analytical tools and financial and administrative software
- Deadline-oriented, with strong analytical, organizational and communication skills
- Ability to adapt to pressure, work independently, proficiently, and efficiently
- Knowledge of Union and Labor relations is strongly preferred
- Experience building culture and human capital preferred

EDUCATION EXPERIENCE

- **Master's degree in accounting, finance or a related field**

APPLICATION DEADLINE

April 30, 2019



SUBMIT COVER LETTER AND RESUME TO

Shereen Santalessa – ssantalesa@riseboro.org

Only resumes with cover letters will be considered. Please include your desired salary range and where you learned about this opportunity.