

Kim Finch Cook Executive Recruiters, Inc.

Job Description

Title: Chief Financial Officer (CFO)
Reports to: Chief Executive Officer (CEO)
Location: Seattle, WA

Unlike most non-profits, this organization is a social enterprise. Healthcare Industry. The business model is unique. As social entrepreneurs, they combine the passionate pursuit of their mission while adhering to the discipline and innovation of a for-profit company.

POSITION SUMMARY:

- Reports to and partners with the CEO, and interacts closely with the Board of Directors.
- Is responsible for the Accounting, Finance and IT functions of the organization.
- Responsibilities include: Compiling and communicating the organization's past, current, and future financial information to internal and external stakeholders; Cash flow management; Tracking important KPIs and analyzing trends; Forecasting return on investment (ROI) for current and future programs; Developing and monitoring budgets; Ensuring all financial operations comply with federal and state laws; Coordinating audit activities; Representing the company to investors and public officials.

ESSENTIAL DUTIES AND TASKS:

Fiscal Functions:

- Oversees the fiscal functions of the organization in accordance with GAAP and the non-profit industry.
- Reports financial results and information to management, the board of directors, customers, donors, and other stakeholders.
- Oversees the accounting and treasury functions including: cash management, tax, payables, receivables, payroll, fixed assets, cost accounting and general ledger
- Monitors cash balances, insure compliance with bank and other covenants, insure adequate cash flow to meet the organization's needs.
- Oversees the development of the annual operating and capital budgets.
- Insures the organization's financial compliance with federal, state, and local guidelines.
- Executes key investing and financing activities, including investment of cash in excess of operational needs, equipment leasing, and debt financing.
- Develops and documents key internal controls over accounting.

Strategy Development, Implementation and Execution:

- In support of the CEO and working with senior leaders, develops a strategic direction for the organization.
- As a member of the Senior Leadership Team, assists in the development of business and operations plans that support organizational strategy.
- Provides support to endeavors, initiatives, and projects through financial analysis, business acumen, and experience.
- Provides financial forecasting, modeling and analysis.

Information Technology:

- Oversees the information technology functions of the organization

Donations:

- Stewards the accounting for and expenditure of donated funds, restricted and unrestricted, in keeping with best practices for non-profit organizations.
- Supports grant acquisition and other philanthropic efforts.
- Manages and oversees invested funds pursuant to guidelines established by the finance and audit committee.

Board Relations:

- Presents financial information to the Board of Directors and its Finance & Audit Committee.
- Provides primary staff support to the Board of Directors Finance & Audit Committee.
- Provides primary staff support to Board of Directors Compensation Committee Corporate and Retirement Committee (shared with Human Resources VP).

Risk Management and Contract Administration:

- Reviews and understands the current and potential risks of the business.
- Oversees and promotes risk mitigation tactics, including internal controls, insurance coverage, and alternate entities or structures.
- Monitors legal risks and oversees non-HR litigation management.
- Oversees corporate contract administration, approval, and reporting.

Benefits Administration

- Supports the administration of the organization's retirement and health benefits insurance plans.

Stakeholder and External Relations:

- Maintains good working relationships with auditors, bankers, investment advisors, attorneys, and other professional advisors to the organization.
- Maintains and develops relationships with area CFO's.
- Maintains good working relationships with Washington State Office of Finance Management leaders, the Washington State Housing Finance Commission, regional **behavioral health organizations**, and budget authorities in state and local contracting agencies.

Mission and Overall Success of the Organization:

- Supports and advises the CEO.
- Partners with the COO.
- Provides transformational leadership.
- Molds the culture of the organization.
- Provides demonstrated support of the organization's mission and clients.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent customer service skills for interacting with both internal and external customers.
- Commitment to mission.
- A proactive, hands-on strategic thinker who owns responsibility for the organization's Finance, Accounting and IT functions.
- Has a strong ability to translate complex financial concepts to individuals at all levels, including finance and non-finance leadership.

- Strong interpersonal and communications skills to effectively communicating key data.
- Proficient in Microsoft Office including Word, Excel, PowerPoint and Outlook.

QUALIFICATIONS:

- Bachelor of Science degree in Accounting or Finance.
- Healthcare Industry experience
- Certified Public Accountant (CPA).
- Having an MBA is strongly desired, but not required.
- 5-10 years of experience in a CFO-level position, reporting directly to a Present/CEO.

Competitive industry compensation, including a salary in the \$240K-\$260K range, ++ plus bonus and strong benefits package

Presented By:

Kim Finch Cook Executive Recruiter, Inc

Please Contact Kim Finch Cook

For additional information:

Kim@kfcook.com