**Chief Financial Officer**

**Company:** Second Chance   
**Date Posted:** February 28, 2018

**Position Overview**

Salary: $115,000 - $130,000 DOE/neg.

Reports to: President & CEO

Number of direct reports: 3

Location: San Diego, CA

Total employee base: 50

**Who We Are:**

**Our Mission:** To disrupt the cycles of incarceration and poverty by helping people find their way to self-sufficiency.

**Our vision:** Second Chance offers the most effective solutions for reducing recidivism, unemployment and homelessness, empowering our clients to make sustainable personal changes that positively impact society.

**Our programs:** Second Chance offers 5 interrelated programs, each staffed by a dedicated team of caring professionals. Through this continuum, we help over 1,000 San Diegans each year to receive the services they needed to get back on their feet. Our wrap-around services include transitional housing, behavioral health treatment and financial literacy, to help our participants reach self-sufficiency. Founded in 1993, we are the most effective solution for reducing recidivism, unemployment and homelessness. With a staff of approximately 50 and an operating budget of $6 million, we achieved an 81% job placement rate in 2015. Please visit us at[**https://www.secondchanceprogram.org**](https://www.secondchanceprogram.org/).

**Position Summary**

The Chief Financial Officer (CFO) reports directly to the President & CEO, playing a key role in the organization’s day-to-day management, operations, future development and growth.  This position will have overall strategic and operational responsibility for all fiscal areas including: executive level direction and management oversight for financial planning, budgeting and analysis, accounting, finance controls and reporting, risk management, insurance, HR and IT. The CFO will maintain a thorough, hands-on knowledge of all projects, operations, and plans. In addition to having experience with federal funding sources and their unique requirements, the CFO will proactively lead and develop the Finance team to meet deadlines and deliver results.

The CFO will establish and communicate overall department vision, encourage continuous process improvement and ensure staff are adequately trained and held accountable for achieving department goals and objectives. Required attributes include:

1. **Change Agent:** evaluate the current state of affairs in the finance department, understand the strategic direction of the organization, and steer the finance department in the appropriate direction.
2. **Visionary:** a leader who can create an inspiring departmental vision, and simultaneously be detail-oriented enough to serve as a technical resource for staff.
3. **Adaptability and Resourcefulness:** able to function in a rapidly changing environment.
4. **Coalition/Team Builder:** able and willing to work with other executive colleagues to support the delivery of the organization’s mission.
5. **Technical Expert:** understanding GAAP, OMB guidelines and accounting for government grants, HR Risk management, basic IT operations
6. **Risk and Compliance Manager:** leads the mindset and activities for risk and compliance management.
7. **Communicator:** ability to talk intelligently with funders regarding complex accounting and billing issues.

**Essential Duties and Responsibilities**

**Strategy**

* Partner with the President & CEO and the executive leadership team on strategic planning.
* Appraises the organization's financial position and works with the Board’s Finance and Audit Committees to provide reports on the organization's financial stability, liquidity, and growth.

**Operations - Financial**

* Works closely with the executive team and program directors to provide financial and other analytical support to optimize business performance.  Simplifies and effectively communicates complex finance and accounting concepts to staff at all levels across the organization.
* Monitors and manages the organization’s cash flow requirements.  Forecasts and manages cash requirements.
* Oversees all accounting functions: A/R, A/P, payroll, contracts, allocations, etc.
* Ensures all critical budget, billing and budget review deadlines are consistently met.
  + Regularly reviews the system of internal controls and recommends any changes required.
  + Oversees and directs budgeting, accounting and long-range forecasting activities.
  + Retains ownership for the annual budget, training and analysis, with monthly monitoring against actual performance.
  + Oversees business insurance plans and benefits administration.
  + Manages relationships with external service providers including auditors, banks and other vendors.
  + Attends Board and Finance Committee meetings, serving as lead staff member on the Finance Committee.
  + Oversees inventory and maintenance for all fixed assets.
  + Oversees all purchasing and payroll activity.
  + Develops and reports on key financial and operational metrics driving organizational performance.

**Operations – HR**

* Ensures HR systems are in place and compliant with federal, state and local laws for recruitment, selection, orientation, training, coaching, counseling, discipline, time and attendance.
* Conducts annual employee handbook review to ensure compliance and best practice.  In conjunction with the COO, ensures staff receive regular training on implementation of the policies and procedures contained within the handbook.
* Reviews compensation strategies with the COO and recommends updates as appropriate.

**Operations – IT**

* Oversight of the IT function on behalf of the entire organization, ensuring our technology capabilities meet current and future requirements.

**Staffing**

* Develops a high-performance Finance team by attracting, retaining, coaching and mentoring top performers.
* Implements clear work plans and performance appraisals that are measurable and impactful.
  + Responsible for the overall direction, coordination, and evaluation of all departmental employees.

**Audit**

* Liaises with our audit firm for the annual independent audit, and files tax returns.

**Other Requirements**

* Demonstrates management ability to properly plan, prioritize, budget, control and evaluate at an executive level sufficient to ensure the efficiency, effectiveness and success of the business.
* Ability to think analytically and synthesize complex or diverse information.
* Ability to analyze and streamline workflows and other business processes, at both the departmental and organizational levels.
  + Ability to identify and resolve problems in a timely manner.
  + Strong relationship builder.
  + Highly collaborative, and able to promote communication between team members.
  + Possesses excellent change management skills.
  + Enjoys coaching, mentoring and building teams, and enhancing workplace culture.
  + Ability to work in a highly creative, fluid and fast-paced environment.

**Education and Experience**

* BS/BA in Finance, Accounting or a related field (Master's degree or equivalent preferred).
* Minimum 5 years of work experience in finance or accounting.
* Demonstrated experience leading teams.
* Experience with Raiser’s Edge accounting software a plus.
* Not-for-profit accounting experience preferred.
* Certified Public Accountant certificate preferred.
* Broad experience across financial planning and analysis, budgeting, reporting, and contract management.
* Knowledge of federal regulations preferred: OMB 122 & 133.
* Extensive experience in cost accounting, GASB, GAAP, and internal controls.

To apply, please submit information to:

Liliane Lendvai, Operations Manager

Blair Search Partners

[**liliane@blairsearchpartners.com**](mailto:liliane@blairsearchpartners.com)