Father Bill’s & MainSpring
Chief Financial Officer (CFO)

Father Bill’s & MainSpring is committed to ending and preventing homelessness in Southern Massachusetts with programs that provide emergency and permanent housing and help people obtain skills, jobs, housing, and services. We help people who are struggling with homelessness or are at risk of homelessness to achieve self-sufficiency.

Father Bill’s & MainSpring is a growing and dynamic social service agency with particular expertise in emergency and permanent housing, job training and placement, and prevention services for individuals and families in need. Over the next five years, our strategic focus includes an increase in affordable, permanent supportive housing, a more efficient model of care for families experiencing homelessness, commitment to an enhanced delivery model to reduce the need for shelter, and improved community relations in order to achieve these goals. Our staff are thoughtful and caring individuals who share our passion for these ideals and creative approaches to helping people improve their lives.

We offer a generous benefits package and a comprehensive orientation and training program, as well as opportunities for advancement for qualified individuals who show a commitment to our Mission.

**Position Summary:**

The Chief Financial Officer (CFO) is responsible for directing fiscal and IT operations and for providing a compelling vision to continuously improve and provide value to the Agency. You must have experience in non-profit accounting and managing a large operating budget (24 million and growing). Must be comfortable with multi-year budget planning, financial analysis and forecasting and strategic cash management. Previous experience with asset management and affordable housing operations/development is strongly preferred. Reporting to the President & CEO, this position supervises the Controller (and oversees a finance team of seven) and the Director of Information Technology and serves on the Sr. Executive Management team. Must be a dynamic and collaborative leader, with strong strategic thinking and planning skills.

**Essential Responsibilities:**

**Strategy, Planning and Management**

- Function as a strategic business partner to the President and the Leadership Team.
- Analyze and evaluate the financial performance of the Agency with regard to long term operational goals, budgets and forecasts and provide insight and recommendations for both short term and long term growth plans.
• Create and establish annual financial objectives that align with the Agency’s plan for growth and expansion.
• Create and implement policies, procedures and processes that support the strategic plans of the Agency.
• Participate in pivotal decisions as they relate to strategic initiatives and operational models.
• Communicate, engage and interact with the President/CEO, Board of Directors, Finance Committee and Senior Leadership Team.
• Lead and support a healthy, effective culture among Finance staff, ensuring all staff feel valued, supported and inspired. Encourage proactive, solution-oriented behavior. Enable all to see how their individual efforts contribute to the overall success of the Agency.
• Lead and oversee the Finance Department, supporting the Controller and creating a healthy and effective culture among Finance staff to ensure all staff feel valued, supported and inspired. Encourage proactive, solution-oriented behavior. Enable all to see how their individual efforts contribute to the overall success of the Agency.
• Oversee Information Technology activities for the Agency and support the Director of Information Technology
• Select and engage consultants, auditors and financial advisors

Financial Analysis, Budgeting and Forecasting

• Organize the agency side development of the annual operating and capital budgets
• Present monthly and quarterly financial statements to the President/CEO, COO, Finance Committee, Board of Directors and other leadership roles
• Review and analyze monthly financial results and provide recommendations to the President/CEO and Leadership Team
• Identify, develop and execute analysis of new program initiatives
• Supervise creation of reports, software implementation and tools for budgeting and forecasting

Accounting, General Ledger, Administration and Operations

• Oversee the finance department to ensure the proper functioning of all systems, databases and financial software
• Review and ensure the application of appropriate internal controls to guarantee the accuracy of financial data and to protect the Agency from fraudulent activity
• Ensure timeliness and accuracy of financial and management reporting data for management staff, city, state and federal funders, and the Agency’s Board of Directors
• Establish systems that will enable the Agency to meet compliance requirements of public and private funders as well as lenders
• Oversee the preparation and communication of monthly, quarterly and annual financial statements
- Oversee the preparation and timely filing of all local, state and federal tax returns
- Serve as a key point of contact for external auditors and oversee the preparation and support of all external audits
- Remain current on audit and operational best practices and on local, state and federal law regarding the operations of the Agency

**Financial & Risk Management**

- Manage the cash flow planning process and ensure funds availability
- Oversee the disbursement of funds, sign checks and authorize wires and ACH transactions
- Maintain strong banking relationships and strategic alliances with vendors, funders and business partners.
- Negotiate the terms of all loans including deferred debt.
- Develop and maintain the Agency’s risk assessment and management program and coordinate the Insurance program to meet those risks
- Review, negotiate and execute all contracts involving the purchase of goods and services, negotiate and execute all contracts involving the purchase of goods and services for the department, as well as, funding contracts from city, state, federal and private entities; review and execute other department’s contracts involving the purchase of goods and services

**Staff Management**

- Manage and support the Controller in establishing professional expectations and accountability for the Finance department and identifying, training, and developing leaders within the department
- Manage and support the Information Technology Director
- Manage performance through department goal and competency setting
- Oversee recruitment, hiring, on-boarding for Finance and IT staff
- Coach, mentor and develop Finance and IT staff
- Directly or indirectly oversee success performance of the job functions of all team members
- Provide opportunities for appropriate ongoing professional training
- Develop performance evaluation standards that support the building of an effective and efficient team dynamic

**Qualifications include:**

- An advanced degree and CPA Certification
- 7+ years of progressive non-profit financial management experience
- Proven experience leading and mentoring a team in a dynamic and growing organization
- Record of handling banking, contractor, and investment and management relationships
• Strategic thinker with ability to develop long-term strategies while balancing near-term priorities
• Excellent written, verbal and interpersonal communication skills.
• Strong organization and time management skills with ability to manage multiple priorities
• Ability to evaluate and manage systems to create efficiencies
• Experience working with information technology
• Local travel may be required
• Valid driver’s license and good driving record required
• Passion and enthusiasm for the FBMS mission, empathy for those dealing with homelessness and related issues, and the desire to work collaboratively as part of a team toward a common goal

Please send cover letter and resume and include “Chief Financial Officer” in the subject line of the email.”

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