

***Southern Arizona’s Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

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| **Chief Financial Officer**  The OPCS Chief Financial Officer (CFO) plays a crucial role in managing the financial aspects of the organization to ensure sustainability and efficiency in delivering services.  **Employee Benefits**  Competitive Salary, Employer Subsidized Health Insurance for Employee ***and Family***, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid Life Insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year.  **Duties and Responsibilities:**     1. **Financial Planning and Budgeting:** Develop and oversee the organization's financial plans and budgets in line with its mission and goals. This includes forecasting revenue, analyzing expenses, and ensuring financial resources are allocated effectively. 2. **Financial Reporting:** Prepare regular financial reports, including income statements, balance sheets, and cash flow statements, to provide insights into the organization's financial health. Present these reports to the board of directors, senior management, and funding partners as required. 3. **Compliance and Risk Management:** Ensure compliance with relevant financial regulations, tax laws, and reporting requirements. Manage financial risks by implementing appropriate internal controls, policies, and procedures. 4. **Grant Management:** Oversee the financial aspects of grant applications, reporting, and compliance with grant requirements. Work closely with program managers to align financial reporting with program outcomes and goals. 5. **Financial Analysis:** Conduct financial analysis to assess the organization's performance, identify trends, and make data-driven recommendations for improvement. This may involve analyzing revenue streams, cost structures, and fundraising strategies. 6. **Cash Flow Management:** Monitor cash flow to ensure sufficient funds are available for day-to-day operations and strategic initiatives. Develop strategies to optimize cash flow, manage working capital, and mitigate financial risks. 7. **Investment and Asset Management:** Manage the organization's investments and assets prudently, balancing risk and return objectives. Evaluate investment opportunities, review investment policies, and monitor investment performance. 8. **Financial Strategy:** Collaborate with senior leadership to develop and implement financial strategies that support the organization's mission, vision, and long-term sustainability. This may involve exploring new revenue streams, fundraising strategies, and partnerships. 9. **Auditing and Financial Oversight:** Coordinate external audits and reviews, ensuring compliance with audit requirements and addressing any findings or recommendations. Provide financial oversight and guidance to the audit committee and board of directors. 10. **Stakeholder Communication:** Communicate financial information, strategies, and performance to stakeholders, including board members, donors, government agencies, and the public. Build trust and transparency through clear and effective communication. 11. **Technology and Systems:** Evaluate and implement financial systems, software, and technologies to streamline processes, enhance reporting capabilities, and improve efficiency in financial management. 12. **Team Leadership:** Lead and mentor the finance team, providing guidance, training, and support to ensure a high level of performance, professionalism, and compliance with financial policies and procedures.   **Minimum Qualifications:**   1. Bachelor’s degree in accounting, Finance, or related field of study and a minimum 5 years of experience in a senior financial leadership role, preferably in a non-profit environment. 2. Excellent communication and interpersonal skills. Ability to effectively convey financial information to diverse stakeholders. Ability to translate financial data into meaningful insights and strategic recommendations. 3. Proficiency in accounting/financial management software and financial modeling tools. Familiarity with data analytics tools, and technology solutions for optimizing financial processes, reporting capabilities, and decision-making. 4. Effective leadership skills necessary to lead the finance team, collaborate with other departments, and work closely with the executive team and board of directors. 5. Strong analytical skills and attention to detail. Expertise in budgeting, financial analysis, forecasting, cash flow management, and financial reporting. 6. Skill in developing and implementing financial strategies aligned with the organization's mission and goals. Must understand nonprofit accounting principles and compliance requirements. Skill in developing and implementing financial strategies aligned with the organization's mission and goals. 7. Demonstrated success in financial management and strategic planning, managing diverse funding sources and complex billing processes. Ability to think strategically about financial sustainability, risk management, growth opportunities, and long-term planning. 8. Passion for social responsibility and diverse communities. Familiarity with the nonprofit sector, including fundraising strategies, grant management, donor relations, and nonprofit governance. Must possess an understanding of the unique financial challenges and opportunities in the nonprofit world is essential. 9. Experience building and maintaining relationships with donors, funders, partners, and other stakeholders. This includes cultivating trust, transparency, and collaboration to support fundraising efforts and financial sustainability. 10. Must be adept at identifying financial challenges, analyzing root causes, and developing creative solutions. Should be proactive in addressing financial issues and mitigating risks. 11. Must demonstrate high ethical standards, integrity, and a commitment to accountability in financial management. 12. The ability to adapt to changing circumstances, navigate challenges, and remain resilient in the face of uncertainty is essential.   **Preferred Qualifications:**   1. CPA Certification 2. Experience with Medicaid Billing. 3. Experience with Electronic Health Record Billing Systems. |  | |  | | --- | | Job Status Full-Time (Exempt) | |  | | Pay Rate $82,353 to $127,647 | | Pay Comments Salary based on experience.  ***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.*** |   Mail Resume/Application to:   |  | | --- | | Ms. Jeanie Pike  HR Director  Old Pueblo Community Services  2323 S Park Avenue  Tucson, AZ 85713 |   Email Resume/Application to:  **hr@helptucson.org**  http://bantheboxcampaign.org/wp-content/uploads/2013/01/ban-the-box.jpg  Employment References, drug screen and background check are conducted pre-employment. |