



- E. Strategic Leadership and Collaboration:
1. Serve as a strategic advisor to the CEO, Board of Directors, and senior leadership team on financial matters and organizational strategy.
  2. Collaborate with cross-functional teams to integrate financial considerations into programmatic planning and decision-making.
  3. Participate in strategic planning initiatives and contribute to the development of organizational policies and initiatives.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

Bachelor's degree in Accounting, Finance, Business Administration, or related field; CPA or MBA preferred. Minimum of 7-10 years of progressively responsible experience in financial management, with at least 3-5 years in a senior leadership role within a nonprofit organization. Strong knowledge of nonprofit accounting principles, financial reporting standards, and compliance requirements. Experience with grant and contract management, including federal grants and private foundation funding. Excellent analytical, problem-solving, and decision-making skills, with the ability to interpret complex financial data and provide strategic insights. Exceptional leadership, communication, and interpersonal skills, with the ability to build effective relationships with internal and external stakeholders. Demonstrated ability to lead and motivate a team, foster a culture of collaboration and accountability, and drive results in a mission-driven organization. Ideal candidate must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, mental health, seniors, and veterans. A valid California Driver's License and the ability to meet the organization's insurance carrier guidelines are required.

**SPECIFIC SKILLS REQUIRED:**

Leadership skills  
Excellent oral and written communication skills  
Ability to assist and motivate other people  
Organizational skills  
Analytical  
Strategic thinker  
Statistical and mathematical skills

**PHYSICAL REQUIREMENTS**

Lift and move up to 10 pounds  
Stand, walk and sit frequently  
Bend and stoop occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are performed independently with direction from the President/Chief Executive Officer, and guidance from the Chief Innovation and Strategy Officer, Chief Operating Officer, Chief of Staff, VP of Development, and Director of Human Resources. Must be able to work independently toward attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

Plans, directs and coordinates work. Responsible for training, auditing, conducting performance appraisals and providing feedback and disciplinary actions. Salary recommendations, hiring, and terminations are subject to review by Human Resources and ultimately, Chief Executive Director.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The CFO is responsible for promoting company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through loss of business contracts is possible. The CFO has authority to approve or deny exceptions within the approved budget. Responsible for actively participating in the development and adherence to program budgets.

**DIRECT REPORTS:**

- Controller
- Information Technology Director
- Facilities Director
- Purchasing Coordinator

**This Chief Financial Officer job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_