

Chief Financial Officer - Job Description



Position Title:	Chief Financial Officer				
Department:	Finance & Operations				
Reports To:	CEO & President				
Direct Reports:	5				
Location:	Preference for candidates in the NY tri-state area for hybrid work arrangement				
Job Grade:	14				
Funding Source:	Unrestricted	Full or Part-time:	Full-Time	Exempt or Non-exempt:	Exempt

Department Summary

The Finance and IT department is responsible for the provision of cross-cutting, client-focused services in the areas of accounting, budget, treasury, information technology, administration, risk management, and grants. These strategic, operational, knowledge and accountability-based services will add significant value to the successful fulfillment of CMMB's global strategy.

Job Summary

The Chief Financial Officer, reporting to the President and CEO, ensures overall accountability and stewardship for the financial resources of the organization, including accounting, budgeting, treasury, risk management, grants compliance and administration, IT, and office administration. Serving on CMMB's Executive Team, this role will provide regular updates and advice to the CMMB Board of Directors on CMMB's financial position. This position has direct reports and is based in New York, NY. This role is expected to serve as a strategic partner to the CEO willing to engage in forecasting future scenarios, as well as overseeing operational activities.

Key Responsibilities

Strategic Services

- Ensure strategic financial needs are holistically assessed, effectively prioritized, and fully integrated into the organization's decision-making and implementation processes.
- Assure the financial integrity and sustainability of the organization.
- Provide thought leadership and organizational stewardship in the areas of business process transformation, finance & administration, risk management, information technology and user experience, and grants administration & compliance.
- Provide related client advisory services and problem resolution through the issuance of relevant policy guidelines, adoption of business processes, technical support, and user-friendly tools & reporting templates.
- Coordinate and support business process reengineering initiatives departmentally as well as collaboratively across the organization to improve effectiveness and efficiency.
- Lead the development, alignment and integration of financial and related information systems.

- Strengthen and oversee organizational fiscal and internal control accountability.
- Strengthen and oversee enterprise risk management, and identify, assess and mitigate financial risks.
- Prepare medium and short-term high-level resources planning frameworks and allocation analyses.
- Contributes to organizational decision-making as a member of the CMMB Executive Team.
- Serve as the primary focal point to the CMMB Board of Directors for the:
 - Finance Committee
 - Investment Sub-Committee
 - Audit Committee
 - Real Estate Working Group

Operational Services

- Ensure internal and external clients are provided demand-driven, operational support services that are strategic, responsive, pragmatic and timely.
- Lead and guide all functional areas falling within the Finance Department: (i) Accounting; (ii) Treasury; (iii) Budget; (iv) Information Technology; (v) Office Administration; (vi) Risk Management; and (vii) Grants Administration & Compliance.
- Issue annual, audited financial statements and file timely, annual tax returns.
- Oversee and ensure organizational liquidity.
- Oversee the preparation and implementation of the annual budget.
- Ensure a strategically leveraged, organization-wide Information Technology platform.
- Oversee management of US office premises and ensures adequacy of insurance coverages.
- Coordinate and report on enterprise risk management and safeguarding of organizational assets.
- Ensure compliance with USG and other donor financial, administrative, and reporting regulations and deadlines.
- Clear all financial and administrative information in donor agreements and grant proposals.
- Serve as the organizational focal point with: financial services providers, auditors, insurance providers, IT contractors, building management and other vendors.
- Design and lead internal workshops & training; represent CMMB at external meetings.
- Manage and mentor global Finance, Compliance, and IT staff.
- Lead and manage the employees in the department, ensuring clear goals and accountabilities are established and achieved. Ensure individuals' performance and development needs are met and employees are high performing and engaged. Produce systematic performance indicator reporting to inform management as to progress, roadblocks, and other relevant performance details.
- **Note:** These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

Qualifications & Requirements

Competencies and skills

- Exemplifies the highest standards of integrity, ethical behavior and respect for diversity.
- Knowledgeable of and fully committed to the mission and values of CMMB.
- Highly strategic thinker who is capable of quickly assessing and resolving complex organizational challenges.
- Extremely competent in finance and accounting management in general, and of US government projects in particular, including understanding of pricing approaches and cost management.

- Strong knowledge of financial accounting and planning, budgeting, risk management, and financial control systems. Additional proven experience in cost accounting and related systems very strongly preferred.
- Extremely competent in producing financial statements and reporting for a globally diverse organization.
- Strong knowledge of international financial reporting and accounting standards and proven experience in applying them to produce financial statements.
- Results-oriented user's knowledge of information systems for finance and accounting. Additional experience in project cost accounting and project management software systems preferred. Experience in vendor selection and implementation of new or conversion information systems as above highly desirable.
- Proven hands-on experience in planning and implementing challenging, complex projects that anticipate and respond to the demands of a high-growth organization, developing dynamic and streamlined systems and processes that anticipate and support changes in the operational and business model, and producing results under demanding deadlines.
- Client-focused and results-driven individual with strong experience in change management.
- Excellent leadership and interpersonal skills; strong executive presence.
- Strategic communicator with strong analytical, documentation and presentation skills.
- Demonstrated ability to work effectively with Board of Directors and as a member of an Executive Team.
- Capable of effectively leading, managing and mentoring staff.

Executive essential leadership characteristics and competencies

- Exceptional strategic thinking skills and the ability to translate these skills into flawless operational plans, ensuring CMMB with a competitive advantage and best practices.
- Exceptional ability to deal with, and lead, change and present ideas that motivate staff to strive for increased achievement of CMMB Mission, Vision and Strategic goals and objectives.
- Exceptional demonstrated interest and ability to lead and inspire individuals and teams and coach and develop staff.
- An outstanding record that reflects respect for ethics and fiscal stewardship.
- The established track record of good business judgment and financial acumen.
- Exceptional ability to gain the trust of others and foster collaborative relationships. Proven ability to build collaborative, impactful relationships with a diverse group of internal and external stakeholders.
- Demonstrated ability to model teamwork behaviors and team building skills.
- Exceptional problem solving ability – both systematic and data based and the ability to be creative and intuitive with a flair for thinking outside of-the-box.
- Exceptional ability to be nimble, flexible and responsive.
- The awareness of international nonprofit healthcare challenges, current issues and sources of technical support and partnerships.

Required experience and demonstrated results

- 15+ years of progressive financial and administrative leadership and responsibility, preferably in the international, nonprofit sector.
- Hands-on knowledge of Generally Accepted Accounting Standards and Statements on Auditing Standards.
- Solid experience in short-term and medium-term financial planning, budgeting and treasury operations.



- Solid understanding of nonprofit accounting, budgeting and project management software reporting packages and systems; proficiency in Microsoft Office.
- Experience in US Government grants and related NICRA accounting, budgeting, compliance and reporting requirements preferred.
- Must be comfortable working for a faith based organization.

Education and/or certification

- Bachelors degree in accounting, business or finance required. Masters degree or commensurate experience required.
- CPA or related professional accreditation required.
- Working knowledge of Spanish and/or French a plus.

Behavioral Competencies

Demonstrate CMMB's core values in action:

Collaboration: To work in partnership for locally sustainable solutions, **Love:** To embrace and be compassionate towards all people, **Excellence:** To deliver sustainable, quality, and impactful results, **Respect:** To act always with integrity, and to value and honor the dignity of all.

CMMB is committed to fair and equitable compensation practices

The pay range for this role for candidates in New York is \$235,000 - \$265,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, and specific work location. This range may be different in other locations.

EEO Statement:

At CMMB, we embrace diversity and demonstrate compassion towards all people—it is one of our core values. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. CMMB is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. CMMB strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, creed or religion, color, national origin, disability, predisposing genetic characteristics, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship, status as a victim of domestic violence, or any other protected classification under applicable federal, state, or local laws. This statement applies to all terms and conditions of employment. CMMB is committed to fostering an inclusive and accessible experience for all job seekers-- If reasonable accommodation is needed, you may contact us at humanresources@cmmmb.org.

Please click [here](#) to Apply for the Chief Financial Officer position.