

HomeSource east tennessee

Chief Financial Officer

Reports to: President/CEO

Hours: Full time 8:00-4:30 M-F plus weekends and evenings as needed to complete job functions

FLSA Status: Exempt

Position

Reporting to and partnering with the CEO, the chief financial officer will lead all financial administration, business planning, and budgeting. Working with the Board, Finance Committee and senior staff, the CFO will set the financial policy and direction while also being an active participant in the organization's overall strategy.

The CFO will supervise and lead the organization's staff accountant and bookkeeper.

Specific Responsibilities include:

- Partnering with the CEO and COO on all operational and strategic issues as they arise; provide strategic recommendations to the CEO based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Engage with the COO and VP of Development to align financial management with short- and long-term financial planning and projections.
- Engage the board finance committee around issues, trends, and changes in the operating model and operational delivery.
- Oversee budgeting, including the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
- Oversee the preparation and approval of all financial reporting for the board of directors and funders.
- Manage Cash Flow
- Coordinate Audit as per OMB Circular A-133
- With CEO and/or COO, evaluate and oversee all benefits negotiations, providing the most competitive packages for HomeSource employees.
- Review all formal finance, HR and IT related procedures, processes and administration, and recommend improvements.
- Manage direct staff, guide larger multi-disciplinary teams outside of direct span of control
- Manage human resources for the organization.

Qualifications

- A BS in accounting or related field
- Strong understanding of Non-Profit management, including OMB Circulars A-110, A-122, and A-133
- Demonstrated excellence in managing finance, accounting, budgeting control and reporting.
- Experience in human resources and payroll
- Strong analytical skills and experience interpreting a strategic vision
- Effective communication skills
- Strong understanding of computers and technology, with advance skill in Excel or other spreadsheet software, as well as accounting software.
- Strong commitment to developing team members
- Demonstrated commitment to the social sector with a passion for the organization's mission is essential.

HomeSource will give extra consideration to applicants with the following qualifications.

- Knowledge of Low Income Housing Tax Credits, HOME, CDBG and Federal Home Loan Bank AHP programs.
- CPA/CMA
- Experience in Quickbooks and/or Fund EZ
- Knowledge of wage laws
- +3 years of direct non-profit financial management

Compensation

This is an executive level position. Compensation will be based on experience and qualifications.

HomeSource east tennessee is an equal opportunity employer, and does not discriminate on the basis of any protected class. Interested applicants should submit a resume and references to Chris Osborn at cosborn@homesourceten.org.