

Mental Health Association in New Jersey, Inc.

Job Description

<u>Position:</u>	Chief Financial Officer (CFO)
<u>Level:</u>	Exempt Employee – Level #2
<u>Supervisor:</u>	President, Chief Executive Officer/Vice President, COO
<u>Salary Range:</u>	\$140,000-\$160,000

Summary of Position:

The Chief Financial Officer has overall responsibility for the fiscal operations of the agency. This includes the creation of the annual agency budget, fiscal reporting to all funding sources and ensuring that MHANJ meets all established audit standards to preserve the fiscal stability of the organization. The position reports to the Chief Executive Officer and the COO. The CFO is a member of the agency Senior Administrative Management Team.

Responsibilities:

- Monitor all accounting functions including the general ledger, payroll, accounts receivable, accounts payable, billing, purchasing and all financial matters related to those activities.
- Partner with Human Resources to ensure appropriate administration of payroll and employee benefits.
- Oversee IT function, ensuring compliance with technology related policies and procedures.
- Oversee the budgeting process including annual budget preparation and monthly budget monitoring.
- Forecast cash flow needs and make recommendations for both short-term and long-term borrowing.
- Oversee the preparation of financial reports for submission to the Chief Executive Officer, Board of Trustees, Finance Committee, Senior Admin Team, grant and revenue sources.
- Coordinate the annual audit with the agency's accounting firm, including preparation of schedules and documents for the audit team.
- Attend all required Board meetings, Finance Committee meetings and other committee meetings as needed.
- Perform initial reviews of all documents for loans, leases, equipment purchases and other contractual documents as needed.
- Interface with contract administrators and other fiscal management personnel to ensure the smooth operation of financial programs in relation to program budget and reporting schedules.
- Oversee and steward banking relationships, establishing new relationships as needed.

- Handle risk-management for the agency, working with insurance agents to ensure adequate coverage.
- Develop and maintain an accounting policies and procedures manual.
- Oversee the retention and destruction of agency records.
- Other duties as assigned by the Chief Executive Officer.

Direct Reports:

- Controller
- IT Coordinator

Qualifications:

- Bachelor's degree in accounting or finance; designation as a Certified Public Accountant (CPA).
- Minimum of 10 years of accounting experience; non-profit experience preferred.
- Minimum of 5 years of experience in a supervisory role.
- Proficiency in accounting software and Microsoft Excel.
- Knowledge of GAAP and non-profit financial reporting standards.
- Strong organizational, analytical, communication, and critical thinking skills.
- Commitment to the mission and values of the organization.

MHANJ is an Equal Opportunity Employer. We embrace and encourage differences in age, color, disability, ethnicity, gender identity or expression, national origin, physical and mental ability, race, religion, sexual orientation, veteran status, and other characteristics that make our employees unique. We encourage and welcome diverse candidates to apply for any position you are qualified for to bring your unique perspective to our agency.