

FAMILIES FORWARD

Job Title: Chief Financial Officer (CFO)

Reports to: CEO

Education Requirement: Bachelor's Degree in Accounting, Finance, or other relevant field; Master's Degree or CPA Preferred

Experience Required: Minimum of 10 years of progressive financial experience, minimum of 5 years' experience in management or leadership role.

Position is Exempt, Full Time

Who we are:

What started out in 1984 as a humble effort to house families experiencing homelessness in two farmhouses and five rented apartments, has since grown into one of Orange County's most impactful nonprofits. Tackling the pervasive issue of homelessness for families with children, last year Families Forward improved the lives of more than 13,000 people. From providing food assistance, career coaching, mental health counseling, to financial literacy education, we are as committed to strengthening overall well-being as we are to ensuring everyone has a place to call home. Our mission is to prevent and end family homelessness by providing access to housing and resources that create lasting stability. We see an Orange County where ***every family has a home and the opportunity to thrive.***

Families Forward is an organization that has grown significantly over the past 10 years and there are even more ambitious plans for its future. At Families Forward, we value collaboration, creativity, initiative, communication, diversity, and equity.

Job Summary:

Reporting to the Chief Executive Officer and as a member of the Executive Team, the Chief Financial Officer (CFO) is responsible for providing the organization's fiscal and operational leadership, including human resources, technology, and facilities management.

The CFO directs the fiscal functions and management of Families Forward's \$10M budget, and collectively with the Controller as a direct report, the CFO manages all financial functions including accounting, payroll, financial operations, budgeting, banking, reporting, compliance, insurance, and risk management. The CFO is responsible for the financial books and records of the organization including the preparation of periodic financial statements, for the annual audit conducted in accordance with nonprofit accepted accounting principles, and, to the extent applicable, Government Auditing Standards, the preparation of the Form 990 report to the Internal Revenue Service and other required reporting.

In addition to fiscal leadership, the CFO, collectively with the Director of Operations, is responsible for the operational and administrative functions of the organization including human resources, performance management, information technology, facilities management and services. The CFO establishes policies that promote company culture and vision and will lead employees to encourage maximum performance and dedication. They will lead and participate in expansion activities (investments, office acquisition, alliances, mergers) and will be responsible for designing and implementing business strategies, plans, and procedures in collaboration with the CEO.

The CFO will partner with the Executive Team and Senior management to establish standards and best practices that support the agency's strategic growth plan. Families Forward is committed to quality impact, proper funding stewardship, implementing best practices, leading innovation in service delivery, strategic partnerships, and results-based leadership.

Supervision/Evaluations: Controller, Director of Operations

Essential Job Duties:

Financial Management

- Oversight of budgets across multiple departments
- Manage cash flow forecasting and oversight of a multi-year cash flow projection
- Leads the organization through the business and budget planning cycle
- Oversee deadlines, reconciliations, and reviews within the overall monthly close and annual audit processes
- Oversee company payment processes for accounts payable, refunds, expense reimbursement, debt, and lease administration
- Support and collaborate with the Controller and Accounting teams to ensure timely and accurate reporting of monthly financial results and annual audited statements
- Coordinate with the Controller to help drive process, efficiency, and technology enhancement projects within the accounting and operations team
- Establish finance operational strategies by evaluating trends and program cost benefits.
- Identify and implement opportunities for cost reduction and system enhancements.
- Maintain all banking, risk management relationships, and ensure compliance with covenants and conditions.
- Oversight of the Investments, Investment Policies, Capital and Operating Reserve policies
- Forecast capital, facilities, and staff requirements; identify monetary resources and develop action plans.

Operations, Facilities, and HR Administration

- Provide direction and oversight of the Program Center facilities and secondary location including food pantry operations, volunteer management, seasonal programs, and programmatic operations.
- Oversee all systems, security and equipment for the organization and staff.
- Analyze internal processes and implement procedural or policy changes to improve operations
- Oversight of the human resources functions including benefit administration
- Provide organizational space planning and solutions for staff growth
- Develop, manage, and lead continuous process improvement strategies and initiatives
- Plan, monitor, and analyze key metrics for the day-to-day performance of the operations to ensure efficient and timely completion of tasks
- Secure and manage organizational liability and insurance policies.
- Develop, implement, and monitor day-to-day operational systems and processes that provide visibility into goals, progress, and obstacles for our key initiatives
- Oversee Building and Property function for all Program Center and leased satellite location.

Strategic Leadership

- Serve as a trusted thought partner to the CEO and the Board of Directors to position Families Forward for growth and fiscal stability and to ensure decision making is well-informed by fiscal considerations.
- Develop and maintain supportive, collaborative, and respectful relationships with peers on the Senior Leadership Team, displaying a keen interest in their mission-focused work and a thoughtful

and informed understanding of how finance works in conjunction with and in support of other departments.

- Attend board meetings and finance-related committee meetings to present fiscal and operational insights.
- Participate actively in any strategic planning activities.

Special Projects/Other Duties as Assigned

Additional Qualifications:

- Maintain valid California Driver License and Proof of State-mandated Auto Insurance.

This is a full-time, salaried, exempt position with a starting salary range of \$130,000 to \$180,000, commensurate with experience and qualifications. Families Forward also offers a comprehensive benefits package that includes health insurance, life insurance, a 403b plan with a generous match, a Health Spending Account, parking, and very generous paid time off.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.