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Grace Carmark
Executive Director

25th Annual
WALK for the Homeless
May 16, 2010

Housing Assistance
Program

Public Education
and Advocacy

Housing Counseling

Elder Home
Repair &
Maintenance

Hope for Housing

The Donations
Clearinghouse

Neighborworks
Home Ownership
Center of Worcester

Tel: 508-791-2170
Fax: 508-791-1051

The Village at
Cambridge Street

Tel: 508-791-1512
Fax: 508-791-1438



Central Massachusetts Housing Alliance, Inc.

www.cmhaonline.org

JOB POSTING

Position Title: Chief Financial Officer

Reports To: Executive Director

Organizational Summary:

The Central Massachusetts Housing Alliance is a 501 (c) 3 non-profit organization located in Worcester, Massachusetts, serving Worcester County through a range of direct service, advocacy and educational programs. CMHA plays a leadership role in Worcester County in the planning, program development and delivery of services to respond to those who are homeless or at-risk of homelessness and the promotion of increased access to long-term safe and affordable housing through public advocacy and educational efforts in the community.

In addition to serving as the primary convener of homeless service and affordable housing providers throughout the region, CMHA operates multiple programs which include: homelessness prevention; tenant/landlord counseling; housing placement and stabilization; family shelter and case management services; repair and maintenance services to elder homeowners and a donations clearinghouse which provides furniture and household goods to those in need.

Please visit www.cmhaonline.org to learn more.

Position:

Reporting to the Executive Director (ED), the Chief Financial Officer (CFO), will define the process and implement the infrastructure/systems needed to support and sustain the substantial growth which CMHA has experienced over the past seven years. CMHA's annual budget is \$7.5 million with a staff of 37 full-time employees. The CFO will continue to build and manage effective and streamlined administrative/financial systems including financial, accounting, compliance, and human resources.

As a member of the senior management team, the CFO will be involved in strategic planning, evaluation, and professional development initiatives. The CFO will work with the ED and program directors in the planning, design and implementation of programmatic initiatives with respect to any activity that has potential financial impact on the agency and will assist program directors in managing their program budgets.

Specific Duties:

- Work with the ED and Board Treasurer in the development of a detailed and summary budget for Board approval annually in Mid-June;

- Ensure that the agency meets its regulatory, financial and reporting obligations for a wide variety of programs and local, state, federal and private funding sources;
- Prepare and assist the ED and Board Treasurer in presenting monthly financial reports and cash flow forecasts to the Board of Directors;
- Assist in the development of a job description and hiring of other accounting staff as required, and supervise such positions as may be required, ;
- Supervise Human Resource/Contract Manager and other staff as assigned;
- Process accounts payable issuing checks at least bi-weekly. Code expenses to proper expense, prepaid and accrual accounts in accordance with the agency budget and ensure that expenses, receipts, and all accounting transactions submitted to the ED for approval conform to appropriate internal controls, regulations, rules, laws and or agency policies;
- Process invoices for funders as required by grant and contract agreements;
- Reconcile all cash accounts to bank statements and prepare supporting schedules on a monthly basis;
- Establish goals to meet financial expectations
- Work directly with the ED, Audit Committee and external auditors to complete the annual agency audit;
- Establish and maintain effective financial, budgeting and administrative processes with an eye to continuously developing and improving systems
- Ensure that all appropriate insurance coverage is in place and negotiate with insurance providers to guarantee adequate coverage and timely renewals of policies;
- Ensure that a fund accounting system is in place that assures compliance with all fiscal and program conditions of each funding source in consultation with CMHA Contract Manager;
- Provide and direct procedures and systems to maintain proper records and to afford adequate financial and accounting controls and services;
- Work with Housing Placement Director to develop and maintain an effective system of tracking rental commitments to landlords and to ensure timely payments of those commitments;
- Provide grant application budgets and reports as needed;
- Maintain and annually update an inventory of agency assets;
- Perform other duties as assigned

QUALIFICATIONS:

The Chief Financial Officer will have a minimum of five years of professional experience in finance and administration of a \$5 million to \$10 million organization (preference given to non-profit experience). S/he

will have experience creating and driving the analytic framework for planning and managing organizational change in a highly dynamic and mission driven organizational environment.

Specific Qualifications:

- Demonstrated skill in budget planning, resource allocation and financial reporting.
- Bachelor's degree in Business, Management, Finance or Accounting (Masters Preferred).
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse and dynamic team.
- Demonstrated experience in financial management and accounting.
- Experience in non-profit fund accounting is highly desirable.
- Experience in audit, compliance, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies and guiding investment in people and systems.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.
- Familiarity with computer systems including accounting software and spreadsheet analysis.
- Experience in Quick Books, Excel, Access and other software currently used by CMHA is highly desirable
- CMHA welcomes applicants who want to join a committed team of hard working staff, board members and community partners dedicated to the mission of our organization. CMHA offers a generous benefits package, fun-filled work environment and the opportunity to make a real difference in the lives of those we serve.
- Personal qualities of integrity, credibility, sensitivity to low-income and disabled families and individuals and commitment to CMHA mission are a must.

Please send resume and cover to gcarmark@cmhaonline.org The position of CFO will be filled upon finding the best candidate for the position. CMHA is an Affirmative, Equal Opportunity Employer.