

The Arc of Cape May County is seeking a Chief Financial Officer to be responsible for the accounting and financial functions of the agency. This position requires total transparency and includes the development, implementation and monitoring of financial reports, business and vendor contracts, cash management strategies, asset management strategies, budget forecasting and the coordination of all agency audits. This position directly supervises multiple employees.

Supervision & Management Responsibilities

Oversee all aspects of the accounting and financial functions of the agency including ensuring adequate and competent supervision. Specifically:

- Build and maintain a competent workforce by screening, hiring and training of fiscal office staff.
- Completes Performance Reviews and disciplinary actions for subordinate employees as required using objective and specific examples.
- Recommends employee terminations, promotions and changes as needed and with sufficient supporting evidence.
- Develops and implements training systems for management staff in the areas of budgeting, fiscal management and billing systems.

Financial & Accounting Responsibilities

Create, and implement the financial strategies of the Agency in accordance with all regulatory requirements; Oversee the day-to-day administration of all financial and accounting related functions and vendor relationships with attention to detail, accuracy, timeliness and transparency. Specifically:

- Oversees cash flow planning, cash, investment and asset management, including housing and vehicle portfolios.
- Develops and implements comprehensive and up-to-date financial reports, including routine statements of operation by cluster and by program site.
- Develops and implements annual capital and operating budgets with management staff for review and approval by the Board of Trustees.
- Oversees accounts receivable functions for all agency business, including diverse funding sources for fundraising, state contracts for DDD and DCF, Medicaid, various grants and other revenue sources.
- Oversees accounts payable functions for payroll, state, local, business and vendor activity for all expenditures.
- Develops financial planning strategies with management staff and Board of Directors, including investment strategies.
- Develops, recommends and monitors business and vendor agreements according to standard practices and requirements.
- Coordinates and monitors agency audits involving Client Funds, Social Security, DDD and DCF and related regulatory requirements.
- Coordinates with the Human Resources department for the completion of payroll and benefits audits.
- Ensures agency internal controls, financial and record keeping practices meet best practices and requirements of state, federal, local and grant requirements.

- Ensures timeliness, accuracy, usefulness and transparency of all financial and budgetary record keeping systems and reports.
- Completes routine tax returns and related reports for tax exemption status.
- Collaborates with Senior Management staff to acquire and develop progressive and sophisticated systems for human capital management for HR, payroll and related functions.

Skills

- Must have a Bachelor's Degree in Business or Finance related field; CPA or MBA preferred.
- 5 to 10 years of experience in financial management, including accounting, budgeting, compliance, and reporting. Not-for-profit accounting experience preferred.
- Proficient in the use of MS Office and financial management software
- Ability to strategize and solve problems
- Strong leadership and organizational skills
- Excellent communication and people skills
- Current driver's license and driving record acceptable to insurance and regulatory requirements.

You can enjoy generous benefits including two plan options with Horizon Blue Cross **health insurance**. Employees on our Horizon HSA plan pay just **\$14 per month** for health insurance. It includes **prescription and vision insurance**. We have two plan options with Delta dental for **dental insurance**, and supplemental **Aflac Insurance**. These insurance plans provide great health and dental coverage! Dependent coverage is available too. You'll also receive complimentary group-term life insurance if full-time, and can elect to start saving for the future to your own retirement plan account immediately and then start receiving agency matching contributions after a year! You'll receive generous amounts of **paid time-off**: 16 days in the first year, 18 in the second year, 20 in the third year, and 24 in the fourth year and after.

The Arc of Cape May County is a non-profit organization advocating for people with intellectual and developmental disabilities including Down syndrome, autism, cerebral palsy, and other diagnoses. We promote and protect the human rights of individuals and actively support their full inclusion and participation in the community.

www.arcofcapemay.org

Brian Sacco, PHR

Chief Human Resources Officer

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