

MID-PENINSULA HOUSING COALITION JOB DESCRIPTION

JOB TITLE: CHIEF FINANCIAL OFFICER
DEPARTMENT: ADMINISTRATION
SUPERVISOR: PRESIDENT
FLSA STATUS: EXEMPT

THE ORGANIZATION

Mid-Peninsula Housing Coalition (“Mid-Pen Housing”) is a non-profit organization that develops high-quality affordable housing communities, professionally manages the properties in those communities, and provides services to residents. The three affiliated corporations are Mid-Peninsula Housing Coalition, Mid-Peninsula Housing Management Corporation and Mid-Peninsula Housing Services Corporation.

Since its inception in 1970, Mid-Pen Housing has earned a reputation as one of Northern California's leading non-profit sponsors and developers of assisted rental housing for low- and moderate-income families, seniors, single adults, and persons with special needs. Mid-Pen Housing has completed 94 projects to supply over 6,400 units of affordable housing across the greater Bay Area. In the nonprofit sector, Mid-Pen Housing was recently ranked the seventh (7th) largest portfolio of units under management and is the ninth (9th) largest producer of units. Mid-Pen Housing leads the industry in terms of investment in on-site resident services and the quality of programming provided.

MISSION/VALUES:

To provide safe, affordable housing of high quality to those in need; to establish stability and opportunity in the lives of residents; and to foster diverse communities that allow people from all ethnic, social and economic backgrounds to live in dignity, harmony and mutual respect.

We have established a list of core values which guide our work and culture: how we treat one another, our residents and our partners. We believe that upholding these values will help Mid-Pen achieve operational excellence and will create an environment where employees feel valued and inspired to their best work. Our values are Integrity, Collaboration, Accountability, Respect, Excellence (I CARE)

Information on Mid-Pen Housing can be found online at www.midpen-housing.org.

WORKING RELATIONSHIPS:

Internal: Reports to the President; Supervises Corporate Controller, Property Controller, Manager of Information Technology, Office Manager, Manager of Business Systems, and General Counsel

External: Participates in management of all external financial relationships.

ESSENTIAL JOB FUNCTIONS:

Leadership: CFO is a member of the Executive Team and is a key leader in the organization.

- Supports and provides leadership to the Executive Team on all matters pertaining to finance, accounting, information technology, business systems and office management. Consistently evaluates levels of customer satisfaction in these areas from Executive Team members
- Assures the CFO team is well trained, motivated and developed and consistently maintains the highest levels of collaboration, teamwork and partnership with other functions within the organization

Accounting/Finance: CFO has total oversight responsibility for finance and accounting functions of MidPen. This includes preparation of the consolidated corporate audit, individual audits for approximately 65 partnerships and management and oversight of the operating budget with combined revenue of approximately \$60 million annually.

- Represents Mid-Pen Housing to outside lending institutions, insurance organizations, regulatory agencies and other non-profits. May be required to speak at public hearings or forums
- Oversight responsibility for the finance and accounting functions of Mid-Pen Housing, both at the headquarters as well as the field locations. Assures policies, procedures and processes in are place to execute or report on any financial transactions or information
- Ensures that Mid-Pen Housing is in full compliance with any Mid-Pen Housing partnership agreements
- Coordinates, prepares for, and oversees organizational audits
- Responsible for the strategy, communication and execution of the yearly Mid-Pen Housing operating budgets. Informs the Executive Team leaders about the actual performance of their organization compared to the budget and supports any required action to control or change the budgets.
- Creates financial forecasts, models or analyses as needed or required to support both short term decision making or longer term strategic planning
- Responsible for the integrity, training and use of all internal and external reporting templates and statements. Provides written communication or analysis to support or explain financial data or information as required

- Manages and monitors the organization's cash flow and working capital needs to assure funds are deployed at optimum levels. Manages the investment of available funds to deliver maximum returns in accordance with investment strategy of Mid-Pen Housing
- Assures any financial instruments that Mid-Pen Housing has in place or considers (e.g., debt instruments, loans, letters of credit) are comprehensively negotiated and consistently monitored for compliance
- Responsible for the coordination of the overall risk evaluation and risk protection strategy and risk investment strategies for the organization.
- Responsible for staffing Finance Committee of the Mid-Pen Board of Directors, including making regular presentations to the Board.

Business Systems/Information Technology: Responsible for the overall Information Technology and Business Systems strategy for the organization to include both evaluation and deployment of information systems.

- Oversees management of systems steering committee
- Responsible for assessment of information technology and business systems needs of all Mid-Pen Housing teams, based on input from users
- Responsible for preparation of annual and long term technology plan and budget
- Provides support to internal partners in developing information systems, databases and reporting capabilities necessary for performance management benchmarking and monitoring
- Leads and updates the disaster recovery plan for Mid-Pen Housing
- Assures financial transaction or reporting systems in use or planned within the organization have full and consistent user training and are periodically audited for their use and integrity

General Counsel: Oversees in-house general counsel responsible for wide range of legal work.

- Confer with senior management and staff on matters involving legal interpretation and decisions related to organizational activities, policies and operating issues
- Direct the research of local, state and federal legislation and administrative agency or court decisions and provide legal advice on contractual obligations, regulatory requirements and applicable laws
- Oversee general counsel's legal representation of, the organization, in judicial, quasi-judicial or administrative matters before courts or regulatory agencies

Office Management: Oversees management of the office operations.

- Assures there are appropriate processes and procedures to evaluate, select, and manage vendors for all organization purchasing: including purchasing done by the property management and IT department areas
- Procure major office equipment such as copiers, printers, and fax machines and negotiate service contracts including those for the security system, telephone system, cellular phones, and pagers. Serve as main contact for company wide printer, cell phones, and pager needs

- Oversee Central Files ensuring staff is updating and maintaining required records and sending appropriate information to offsite storage per retention policies

QUALIFICATIONS:

- A strong interest in Mid-Peninsula Housing's mission or strong social values in common with the mission, is highly desirable
- The ability to be collaborative and influential across all levels of the organization, including the Board of Directors, is required
- A proven track record of ten years or more as a financial leader (e.g., Chief Financial Officer, Controller, Senior Director of Finance) both technically and managerially, is required
- A working knowledge of information technology, both existing and emerging, is required
- A degree in finance or accounting or significant comparable experience is required. An advanced degree (e.g., MBA or CPA) is highly desirable
- Knowledge of the financial processes and requirements in the construction, real estate development, property management, construction financing, low income housing, or closely related fields, is highly desirable
- A proven ability to operate at the strategic level (e.g., strategic forecasting, planning and decision making) in an enterprise, is required
- Accomplished written and oral communication skills, are required
- A high comfort level of working effectively with a diverse organizational population, is required
- A proven ability to develop, execute and monitor both organizational and department level plans and strategies, is required
- A demonstrated ability to motivate, coach and develop staff, is required