

**MID-PENINSULA HOUSING
JOB DESCRIPTION**

CHIEF FINANCIAL OFFICER

Summary/Purpose:

The Chief Financial Officer oversees all of the financial activity of Mid-Peninsula Housing and its affiliates, and oversees the functioning of the Accounting Department. The Chief Financial Officer establishes systems for financial controls and uses the system to create reports that allow financial planning. The CFO maintains relationships with banks and financing agencies, performs strategic planning and budgeting, treasury functions, and coordinates risk management, legal and related staff activities.

Working Relationships:

Internal: The Chief Financial Officer reports to the Executive Director and Chief Operating Officer and answers to the Board of Directors as requested. He/She works closely with all department heads in the central office and with project and asset managers in determining cash flow projections.

External: The Chief Financial Officer represents the company to outside lending institutions, insurance brokers, regulatory agencies, and other nonprofits. The Chief Financial Officer may be required to speak at public hearings or other public forums.

Supervision:

The Chief Financial Officer supervises the Controller, an IT Manager, and an Executive Assistant.

Essential Job Functions:

Oversee the Accounting function:

- Oversee the Controller to ensure that financial information produced by the Accounting Department is accurate, timely, and supports management functions.
- Ensure that the Accounting Department is responsive to external and internal customers.
- Ensure that Accounting is in compliance with regulatory and partnership requirements.

Oversee the Information Technology function

- Supervise the IT Manager and ensure the department properly supports company operations.
- Review systems and software to ensure adequate infrastructure to facilitate compatibility, growth, database development, and automation.

Establish systems for financial controls and use the system to create reports that allow financial planning for multiple, diverse entities:

- Implement a cost accounting system that tracks expenses and budget variances from pre-development to construction completion.
- Benchmark actual expenses to historical data for trend analysis and future planning purposes.
- Customize financial statements to generate information required for the calculation of Surplus Cash Flow, partnership capital accounts and equity.

Perform strategic planning and budgeting at the corporate level:

- Assist in developing company strategic plans.
- Coordinate with department heads to prepare annual operating budgets for the Coalition, Management, and Services.
- Develop long-range forecasts and maintain long-range financial plans.
- Design and oversee implementation of systems and procedures, anticipating and addressing company needs.

Perform treasury functions:

- Monitor cash flow and working capital needs.
- Manage investment of available funds to maximize net returns within the provisions of company investment policies while allowing for sufficient liquidity and administrative efficiency.
- Arrange letters and lines of credit.

Perform risk management:

- Evaluate risks facing the company and its affiliates and ensure that company properties and activities are adequately insured.
- Serve as primary liaison with insurance brokers, coordinate information, handle annual renewals, negotiate rates and terms.
- Monitor claims administration activities through the insurance broker
- Develop disaster recovery procedures.

Manage relations with attorneys:

- Monitor major pending litigation affecting corporations.
- Coordinate other major legal activities with department heads.

Hire, train, and develop personnel:

- Help recruit and hire staff as necessary.
- Delegate responsibilities effectively.
- Discuss performance issues with staff regularly and prepare annual performance evaluations for staff on a timely basis.

Perform other assignments and duties as assigned.

Qualifications & Skills:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- MBA, CPA, comparable advanced degree or equivalent experience required.
- Minimum ten years of broad-based business experience, preferably with a real estate construction, development, or operating company or nonprofit organization.
- Demonstrated leadership skills with a healthy work ethic, high energy, inquisitive mind, and the confidence and strength of personality to get things done.
- Flexible and pragmatic in implementing financial controls while maintaining focus on the big picture
- Good organizational and planning skills that include being pro-active and visionary, embracing the philosophy of continuous improvement through networking with peers and customers in the industry.
- Strong technical understanding of computers, information systems, and management information systems for multi-site operations and automation.
- High comfort level in working with people from a variety of backgrounds and possess a diversity of skill sets to effect change.
- Excellent written and oral communication skills and presents an image that commands respect from subordinates and peers.
- Shares strong social values in common with Mid-Peninsula's mission
- Experience in real estate, partnership accounting, public finance, and programs such as low income housing tax credits and HUD highly desirable.

To Apply, contact Recruiter at 650-482-5520, or send resume to tnyugen@midpen-housing.org