

Job Announcement

Chief Financial Officer

**ABOUT BILL WILSON CENTER:**

Committed to working with the community to ensure that every youth has access to the range of services needed to grow to be healthy and self-sufficient adults, Bill Wilson Center has been providing services to run-away and homeless youth since 1973. With an emphasis on ending youth and family homelessness, Bill Wilson Center programs focus on building self-confidence and developing personal assets to aid youth and families in permanently changing the direction of their lives. Bill Wilson Center provides services to more than 5,000 children, youth, young adults, and families in Silicon Valley through various programs which focus on housing, education, counseling, and advocacy. Additionally, Bill Wilson Center reaches more than 30,000 clients through its Street Outreach and crisis line programs.

**POSITION OVERVIEW:**

As the organization grows and evolves to best serve its constituents, Bill Wilson Center seeks a collaborative, creative and highly experienced CFO to team up with a new CEO. This essential role requires a proven track record of progressive leadership within thriving organizations. The incoming CFO will ideally offer deep experience with nonprofit finance as well as a background within behavioral health and homeless services. The CFO duties include a broader role of some COO duties such as oversite of facilities department, IT, and insurance.

Key aspects of the role include great strengths in:

* Knowledge of various funding sources (local, State, Federal).
* Accounting expertise.
* Financial stewardship and the highest level of integrity.

In addition to responsibility for finance, accounting, and planning functions- the CFO champions relationships with lending institutions as well as external stakeholders and as a member of the Executive Management team, provides support to operations and program management.

This highly impactful role is best suited for a candidate who is comfortable with public speaking and presenting reports, budgets and outcomes, who is skilled at building consensus internally among finance team members.

**RESPONSIBILTY OVERVIEW:**

* Lead the management of accounting, audits, budgeting, forecasting, human resources, insurance, purchasing, real estate and treasury activities for the organization.
* Serve as internal consultant to the CEO and Board, on all financial matters, making recommendations and suggesting proactive strategies to keep the organization on track.
* Drive best financial practices within the organization by developing and maintaining standard operating procedures, keeping the senior leadership team, Board and staff current on financial status and by generally serving as a point of reference for all growth plans and projects within the organization.
* Provide support and leadership in accounting, general ledger, and operations functions; ensuring systems are in place to guarantee timeliness and accuracy of data and financial reporting, as well as effective internal controls over financial reporting.
* Review short and long-term goals in consideration of existing and projected financial resource availability. Review financial systems and oversee two Finance Directors.
* Actively participate in all internal planning regarding the organization's proposed program expansion, to ensure alignment of program with financial projections.
* Establish annual financial plan/budget and benchmarks and conduct regular reporting, measuring projections against actual performance.
* Utilize technology to optimize all reporting and analytical functions. Support and oversee the transition to upgrading the SAGE financial software.
* Ensure timely and efficient preparation of annual audited financial statements, 990 tax returns, and relevant Federal filings and industry standards.
* Produce timely reports to CEO (weekly, monthly, quarterly, and annually) to monitor, evaluate and optimize financial health, cash flow and liquidity of the organization.
* Oversee compliance matters relating to federal, state, and local laws and national best practice standards, including requirements applying to Section 501(c)(3) nonprofit public charities.
* Analyze and make recommendations on the investment of organizational reserves; identify and harness available resources to maximize passive income streams.
* Build & maintain relationships with external stakeholders (banks, donors, vendors, outside consultants and others as needed) to closely monitor the organization’s major expenditures and sources of revenue.
* Knowledge of Human Resources related laws, regulations and practices, and employee benefits (including the management of health care and retirement plans) preferred.

**SUPERVISORY RESPONSIBILITIES:**

This position directly supervises HR Department, Finance Directors, and Facilities Manager

**QUALIFICATIONS:**

* Master’s degree in Accounting and Finance, Business Administration, or related field.
* 10+ years of accounting and finance leadership expertise with significant senior-level financial management and a track record of strategic and tactical leadership abilities.
* Knowledge of all aspects of generally accepted accounting principles (GAAP).
* Non-profit finance experience from a healthcare, behavioral health, social services, and/or human services related organization.
* Previous/current experience supporting an operating budget of $15M+.
* Expertise in financial accounting, budget development and reporting, project and grant management, as well as internal controls.
* Demonstrated skill in building, motivating, and retaining staff.
* Strategic, solutions-oriented leadership track record.
* Experience with integrating IT/Systems to improve accounting productivity and accuracy.
* Experience working with external auditors, compliance, and regulatory oversight.
* Positive outlook with a 'can-do" mindset and an engaging sense of humor.
* Unwavering commitment to integrity as well as personable accountability.
* Advanced proficiency in MS Office (Excel, Word, & Outlook) and financial reporting software.
* Strong organizational, management, communication and analytical skills, and attention to detail.
* Adept in fiscal management principles and processes including resource management, needs assessment, as well as best practices development and implementation.
* Demonstrated skill in coaching, supervising, motivating, and retaining staff.

**COMPENSATION AND BENEFITS:**

This amazing, full-time opportunity offers the ability to make a positive impact on the transformation of individual and family lives in the community. In addition to a strong base salary based on years of experience and education, this exceptional role also receives access to a comprehensive benefits package which includes employee medical insurance paid at 100%, dental and vision insurance, life insurance, long term disability, 20 days of paid time off, 13 annual paid holidays, FSA, EAP, 401(k), 403b, and access to wellness activities, and complimentary notary services.

Salary range is $175,000 to $230,000 DOE.

**For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:**

**BILL WILSON CENTER**

**ATTN: Marcos Torres**

**Email:** marcostorres@billwilsoncenter.org

**EEO:**

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC’s operations, responsibilities may be modified at any time.*