

LANCASTER HOUSING OPPORTUNITY PARTNERSHIP

JOB DESCRIPTION

CHIEF FINANCIAL OFFICER

General Duties

The Chief Financial Officer (CFO) manages the finance and accounting functions of the community benefit corporation. This position reports directly to the Chief Executive Officer (CEO). General duties include (i) overseeing all accounting activity related to general business operations, human resources and lending, (ii) overseeing budgetary and cash management activities, (iii) preparing financial reports for board and management and (iv) establishing policies and procedures to ensure a controlled, effective and efficient financial system that supports the mission.

Primary Duties and Responsibilities

- Perform day-to-day activities of accounts payable, accounts receivable, cash disbursements, invoicing/billing, customer credits and collections.
- Prepare, examine, analyze and improve accounting records, financial statements, and other financial report to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Issue timely financial reports such as current financial status and an annual report by collecting information and preparing balance sheet, profit and loss statement and loan funds reports.
- Prepare short and long-term financial forecasts of financial performance for use with internal management and external parties.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted to actual costs.
- Assure financial plans are consistent with organizational goals.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Administer payroll, employee benefits and organizational insurance. Maintain personnel paid time-off benefits and provide reports to employees on usage.
- Work with CEO in the development and economic evaluation of various fringe benefit programs for staff and program components.
- Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies.
- Maintain accounting controls by following and implementing internal controls and preparing and recommending policies and procedures as necessary.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Monitor loan portfolio, collect data, perform analysis and prepare reports of portfolio activities and performance.
- Oversee the use and maintenance of loan servicing system (DownHome).
- Assist with loan closing documentation and review.
- Invoice borrowers/lending partners in a timely and accurate manner.
- Analyze borrower financial statements to provide management information including the calculation of loan repayment.
- Attend meetings and perform such other duties as assigned by CEO.

Qualifications and Experience

- Minimum of a bachelor degree from a four-year college or university in accounting, business administration or related fields and at least five (5) years of relevant and demonstrated experience in financial management and accounting, auditing processes and compliance, budgeting and forecasting. Example positions include Accountant, Controller, Director of Finance, Chief Financial Officer, etc.
- Extensive experience in calculating figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements. Chief Financial Officer must use the utmost discretion in all presentations/correspondence and communication for staff, Board of Directors and CEO.
- Comprehensive knowledge with one or more accounting systems typically used in small business operations, preferably QuickBooks.
- Extensive and demonstrated experience and ability in understanding, organizing, using and writing financial documents/information.
- Experience in community development finance or other lending-related business activity is preferred.
- Comprehensive knowledge of the English language including; grammar, punctuation, spelling and speaking.
- Extensive software skills are required in the areas of word-processing, database, financial accounting programs, spreadsheet, and data entry as well as internet research abilities.
- General knowledge of lending requirements and the home buying process (or the ability to acquire such knowledge).
- Ability to produce written communications free of errors in grammar, syntax, punctuation and spelling and to maintain program documents and records.
- Ability to collect and organize material for reports by determining what available information should be included and presenting the information in a prescribed, organized format.
- Ability to set steady work pace, follow through in work assignments and to handle information in a confidential manner.
- Ability to establish and maintain effective communications and working relationships with co-workers, colleagues and clients.

OCCUPATION ENVIRONMENT

Work Site: LHOP office

Regular Work Hours: Varies to achieve expected responsibilities and outcomes

Work Week: Monday through Friday

Reports Directly to: Chief Executive Officer

Supervises: None

FLSA Status: Salaried-Exempt

*Salary range is \$65,000 - \$70,000 based on experience and includes a full benefits package.