



community development partnership

Job Opportunity Chief Financial & Operations Officer

Description of Employer

The Community Development Partnership (CDP) nurtures a vibrant Lower Cape Cod region by creating opportunities for people to live, work and thrive. We do this by providing safe, stable affordable places to live through the preservation of existing homes and the creation of new affordable rental opportunities. We also support and strengthen local small businesses as they start-up and grow through micro-financing, education and individualized assistance. And, we protect the natural environment of this special place by increasing energy efficiency and opportunities for generating local renewable energy.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.7 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

Job Opening: Chief Financial & Operations Officer

Status: Full-time Exempt Position (37.5 hours/week)

Time Frame: Review begins September 16, 2019, position open until filled

DESCRIPTION

The Chief Financial & Operations Officer (CFOO) is responsible for the management of the CDP's administrative and financial functions including human resources, IT, risk-management, facilities and finance. The CFOO is a member of the organization's Senior Management Team and participates in new program development with the Chief Executive Officer (CEO), key staff, board members and program stakeholders. In addition the CFOO is responsible for ensuring that reporting requirements with funders and subsidizing agencies are met in a timely manner.

Our Ideal Candidate

Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic, who has experience in the non-profit sector. We seek an energetic, collaborative and dependable team player, who is passionate about the work, and enjoys coming up with new ideas as well as overseeing existing initiatives. Our ideal candidate is able to speak in non-financial language, can translate and teach

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financial literacy, relates well to the board of directors and multiple stakeholders, and is a strong writer and communicator. In addition, she/he should be creative, flexible, able to think outside the box, and able to transition creative solutions into a reality.

Specific duties will include but not necessarily be limited to:

Financial Tasks:

- Work with staff on yearly budget development and program budget management
- Collaborate in program resource development by assisting in grant writing and report writing
- General Accounting
 - Responsible for accounts receivable G/L entries, cash receipts and bank deposits
 - Responsible for the oversight of accounts payable G/L entries, check processing and bill payments
 - Responsible for some G/L adjusting journal entries
 - Responsible for the reconciliation of G/L accounts
 - Responsible for the maintenance of chart of accounts
 - Responsible for the overall maintenance and reconciliation of the general ledger in accordance with the CDP'S cost allocation plan, GAAP, FASB and the Circular A-133
- Banking
 - Responsible for the management of all CDP bank accounts including opening and closing accounts
 - Responsible for the oversight of all bank reconciliations
 - Responsible for all aspects of cash management, including line of credit
- Reporting
 - Responsible for the financial reporting and billing on grants
 - Responsible for the compiling of reports in support of staff reporting
- Maintain & manage the fixed asset register/depreciation schedule and files
- Supervise the Director of Finance in all aspects of their position including management of accounts payable and payroll
- Prepare and present quarterly corporate financial reports to CEO and the Finance Committee
- Preparation for and oversight of annual audit

Administrative Tasks:

- Supervise Administrative Coordinator in all aspects of their position
- Provide oversight to file management
- Manage office IT including
 - Management of email accounts, new/delete/update
 - Hardware and software purchases and installs
- Provide oversight to grant reporting
- Responsible for the oversight of program staff in the timely submission of the monthly, quarterly, and annual submission of general reporting requirements
- Maintain all grant proposals, grant awards, contracts and any subsequent reporting in a centralized filing location
- Manage maintenance of CDP's office facilities

Personnel Tasks:

- Manage Employee Benefits
- Maintain current personal manual
- Manage and implement process for new hires
- Maintenance and oversight of payroll records

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Other

- Manage the storing & destruction of files
- Oversee the organization's risk management policies including
 - evaluating property & liability insurance needs and procuring appropriate insurance policies
 - managing data and records privacy and security
- Attend meetings and trainings as deemed necessary by the CEO & Finance Committee
- Other related responsibilities as required

Skills and Experience

Required

- Bachelor's Degree in Accounting, Finance, Management
- At least 5 years' senior financial leadership experience
- Minimum 10 years' experience in accounting/finance, preferably in the non-profit sector
- Experience at integrating IT/Systems to improve accounting productivity and accuracy
- Experience at working with external auditors, compliance and regulatory oversight
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365) and accounting software such as Sage

Desired

- Familiarity with Salesforce and property management software such as Yardi
- Knowledge of housing and community development issues on Cape Cod
- Experience with Community Development Block Grant funded program accounting and reporting
- Experience with affordable housing including a working knowledge of requirements of:
 - Federal housing programs such as Low Income Housing Tax Credits LIHTC);
 - HUD Section 8 Project and Tenant Based programs;
 - Rural Development 515 and Rental Assistance programs;
- FHA mortgage insurance programs as well as state funded housing programs
- MBA from an accredited Business School

Compensation: Salary range is \$75,000 to \$85,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

To Apply: Send resume and cover letter summarizing your professional experience as it relates to the job description to Jay Coburn, Chief Executive Officer, Jay@capecdp.org (please attach Word or pdf documents.) References may be requested. Review begins September 16, 2019, position open until filled.

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