

Mill Cities Community Investments

A Different Kind of Lender

50 Island Street #103 ♦ Lawrence, MA 01840 ♦ 978-258-2772 ♦ www.mccinvest.org

Position: **CFO**, Finance Department. full-time.

About Mill Cities Community Investments: MCCI is a rapidly growing regional provider of residential mortgage lending and commercial lending & services. As the only Certified Community Development Financial Institution northwest of Boston, we are bridging the gap in lending in low-to-moderate income communities. We combine loans with complementary education and counseling to generate lasting outcomes. Our vision is to advance community revitalization and development through an array of appropriate loan programs and technical assistance to support the cultivation of a healthy financial ecosystem in our investment area, which includes Essex and Middlesex Counties, with a strong focus in the Merrimack Valley.

How we do this:

- MCCI promotes and preserves successful and sustainable homeownership by providing homeowners in with access to appropriate financing and education.
- MCCI encourages and supports the start-up and expansion of small businesses, as well as the creation of employment opportunities for the benefit of individuals and the local economy.
- MCCI assists individuals, families, community organizations and entities to develop, acquire, improve, operate, renovate and/or refurbish properties for housing and mixed use through loan programs and technical assistance.

IMPACT INVESTING

#People #Places #Products



Overview of Position:

The CFO is responsible for the strategic positioning of the finances, liquidity, information management, investments, and available capital. The CFO is responsible for all financial matters of Mill Cities Community Investments. The CFO will report to and work closely with the Chief Executive Officer and COO. The Chief Financial Officer will oversee the financial, accounting, tax, and compliance functions for MCCI's operations and participate in the planning and implementation of MCCI's strategic growth and new initiatives as a member of the senior management team. The role of Chief Financial Officer at MCCI requires an individual with extensive knowledge of treasury, financing, accounting, investing, project finance, tax credits and multi-affiliate non-profit and for-profit accounting practices.

The CFO will be expected to lead financial analysis, planning and budgeting, long range forecasting, analysis related to new program development, financial accounting systems and procedures, and asset, liability, and interest rate risk management. The CFO will oversee funds management plans, capitalization plans, liquidity management, financial and portfolio risk management plans, performance metrics for all lines of business, and ongoing assessment of business lines for profitability, participation models, projection models, and leveraging alternative forms of capital. In addition, CFO will work with the board of directors to develop and implement strategies across the organization. CFO must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

Responsibilities

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.



- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

Planning, Policy, and External Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Engage senior management to develop short-, medium-, and long-term financial plans and projections. Review these plans with the appropriate committees of the Board of Directors.
- Represent the company to financial partners, including financial institutions, investors, foundation executive auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration

- Oversee the accounting department to ensure proper maintenance of all accounting systems and functions.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting.
- Prepare monthly and annual financial statements.
- Primary liaison with outside auditors and finance committees; responsible for leading the audit planning, a significant accounting policy and their adoption, and financial statement preparation and disclosure. Review tax returns prepared by outside accountants prior to company officer sign-off. Work with accountants on tax planning.
- Ensure legal and regulatory compliance regarding all financial functions.

HR

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.
- Ensuring that MCCI policies and procedures are in compliance with existing employment related laws.

The CFO will have the following experience and attributes:

- A minimum of a BS and a CPA; MBA would be a plus.
- At least five years experience as CFO or equivalent, preferably for a complex nonprofit with multiple funding sources including government (federal and state) contracts, grant accounting with diverse program areas delivered regionally.
- Experience in a senior financial-management role, partnering with executive staff and implementation of creative financial management strategies.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.

Send letter of interest and resume to ari.veloz@mccinvest.org

