

**TRELLIS**  
Position Description

**Job Title:** CFO  
**Reports To:** Chief Executive Officer/President  
**FLSA Status:** Exempt, salaried  
**Approved By:** President and CEO  
**Approved Date:** June 14, 2022  
**Revised Date:** June 2022

**SUMMARY**

The Chief Financial Officer (CFO) provides both operational and administrative support to the organization. The CFO supervises the finance unit and IT activity and reports directly to the President/CEO. The CFO directly assists Program Directors and other Managers on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The CFO will work with senior management and the Finance Committee to establish long-range goals, strategies, plans and policies.

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Participate in the development of the organization's plans and programs as a strategic partner.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Validate the organization's finances by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist senior management and the Board of Directors in carrying out their responsibilities and making strategic decisions.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation, effectiveness and internal control system of the organization.
- Provide technical financial advice and knowledge to others within the finance function.
- Participate in continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
- Provide strategic financial input and leadership on decision-making issues affecting the organization; i.e., evaluation of potential alliances, acquisitions and/or mergers, investment strategy.
- Work with senior management to optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance the organization's cash position.
- Work with the ED to develop a reliable cash flow projection process and reporting mechanism that includes a minimum cash threshold to meet operating needs.

- Be an advisor from the financial perspective on any contracts into which the organization may enter.
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group and provide individuals with professional and personal growth.
- Lead and manage IT investments, policies and contract vendors.
- Perform other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### ***Reporting Relationship***

The CFO reports directly to the President/CEO. The CFO supports the President/CEO in working with the management team to advance program goals and resolve issues and challenges as they arise. They assist the President/CEO in building and sustaining vital working partnerships between professional staff, the Board and committees, toward the achievement of program objectives. The CFO reports regularly to the President/CEO on the financial condition of the organization and the progress made toward the accomplishment of organizational goals.

### **Finance**

- Oversee cash flow planning and management to ensure availability of funds as needed.
- Oversee cash, investment, and asset management policies.
- Oversee corporate 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 Investor Relations**

- Oversee the development and monitoring of budgets and present to the Board.
- Develop financial business plans and forecasts to ensure sustainability.
- Ensure future program growth and expansion plans are aligned with financial projections.
- Participate in corporate policy development as a member of the senior management team; lead financial policy development.
- Engage the Finance Committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit accounting and audit best practices and state and federal law regarding nonprofit organizations.

### **Accounting and Administration**

- Manage and develop the Controller who oversees the accounting function to ensure proper maintenance of all accounting systems and function. Work with Controller to develop Finance staff.
- Ensure that appropriate internal controls and financial policies and procedures are in place and operating as designed.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state and local funders, foundations, NeighborWorks America, and the Board of Directors and Board committees; oversee the preparation and communication of monthly and annual financial statements.
- Provide individual reporting for Board of Directors as needed.
- Coordinate and present audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty 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.

### **EDUCATION and/or EXPERIENCE**

- A minimum of a BS in a finance-related field; CPA certification and/or MBA are preferred.
- At least three years' experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$5 million and multiple affiliate or subsidiary companies.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Expertise in affordable housing development or ownership, preferably both, to include experience with low income tax credit projects.
- Excellent written and oral communication skills.
- Ability to work in a complex organizational matrix with demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to inquiries from the CEO and other senior management, Board of Directors, regulatory agencies, community partners, staff and the media. Ability to effectively present information to senior management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to use persuasion and influence skills to raise funds for NHSP. A willingness to take entrepreneurial actions and calculated risks to achieve results.

### **CUSTOMER SERVICE SKILLS**

Ability to work with the needs of internal customers to support staff in their work with clients. Ability to work collaboratively across departmental lines.

### **COMPUTER SKILLS**

Proficient in Microsoft Office products including Excel, Word, Teams, etc.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Employee must present proof of automobile insurance coverage. Minimum liability limits shall be \$100,000 bodily injury and \$25,000 property damage coverage or such limits as deemed appropriate by the President/CEO.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk. The employee is regularly required to drive. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**EMPLOYMENT & HIRING**

We comply with Equal Employment Opportunity and Affirmative Action laws and regulations.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

**THIS JOB DESCRIPTION REPLACES ALL PREVIOUS JOB DESCRIPTIONS FOR THIS POSITION.**

Acknowledgement of receipt of job description

Name: \_\_\_\_\_ Date: \_\_\_\_\_