

A healthy community begins at home. REACH provides quality affordable housing and opportunities for individuals, families, and communities to thrive.

Job Description

Position: Chief Financial Officer

FLSA Status: Exempt

Flex Status: Flexible

Salary Range: \$135,000 - \$175,000

Department: Administrative

Reports to: CEO

Effective: November 2022

REACH is an equal opportunity employer that strives to create a diverse workforce and an inclusive culture.

REACH believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

All REACH staff share a commitment to anti-racism; the identification and elimination of racism by actively changing oppressive systems, structures, policies, and attitudes so that historic and future harm can be eliminated for communities of color.

Position Summary:

The Chief Financial Officer is responsible for directing, developing, and maintaining the financial and administrative operations and systems of the organization and its affiliates to support the organization's growth and ensure fiscal integrity and viability.

Essential Functions/Major Responsibilities:

- Provide leadership and direction to the Accounting and Finance team, including direct supervision of Controller and/or Accounting Supervisor roles.
- Facilitates and supervises annual organizational and property budget process.
- Providing and presenting organization and financial information and partnering with banks and other external organizations to ensure funding for properties, required reporting, and terms of agreements are followed through.
- Providing and presenting corporate financial and property management information to the Board of Directors, Finance Committee and Asset/Property Management Committee.
- Directing initiatives to streamline and better integrate financial operations with property management operations, including leveraging new technology and reconfiguring workflow processes.
- Partnering with Housing Development on obtaining, structuring, and reviewing complex housing / real estate transactions that include multiple sources of financing, including debt, equity, and philanthropic capital contributions.

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Revised by: Mary Lou Cleary

- Treasury functions, managing contractual financial obligations, partnering with Asset Management to ensure proper asset management and allocations.
- Develop and maintain cash management and forecasting systems.
- Ensure completion of required independent audit, tax filings, and regulatory reports.
- Ability to practice cultural humility when interacting with co-workers and clients of diverse ethnic, religious, political, and cultural backgrounds and sexual or gender identities, treating everyone with respect and dignity.

REACH employees are expected and required to behave in a courteous and collaborative manner in doing REACH business and dealing with other staff, residents, and all contacts inside and outside the organization. Profanity, derogatory and abusive language will not be tolerated.

Leadership:

- Models a responsibility to understand one's own privilege and biases; speak about race, dominant culture, and structural racism both inside and outside the organization.
- Listens and learns from other experiences to identify organizational power differentials and change them by exploring non-dominant strategies and leadership models.
- Uses a vetting process to identify vendors, partners and consultants that share a commitment to race equity and reflect organizational values.
- Sets and communicates goals around diversity, equity, and inclusion across all programming.
- Supports a long-term commitment to policy change based on racial disparities seen both inside and outside of the organization.
- Recognizes REACH residents as stakeholders, leaders, and assets to the work.

Knowledge, Skills & Abilities:

- Experience as a collaborative and strong contributor to the executive team and building relationships both internally and externally.
- A strategic business perspective and yet the ability and willingness to manage the budgeting process, complex contracts with financial risk, and treasury functions/strategy; and
- An affinity for technology solutions, creating more effective, efficient, and streamlined processes for accounting, finance, and business operations.

Scope & Accountability:

- Determines own practices and procedures and establishes organizational guidelines in conjunction with CEO.
- Position contributes to the long-range operational and strategic planning as it relates to financial health, business process and strategic growth.
- Incumbent's decisions and actions consistently and substantially impact the company's revenue, operations, reputation, and/or customer satisfaction.
- Incumbent regularly makes independent decisions and takes independent action with little direction or supervision.

Supervisory Responsibility:

- Job supervises exempt and non-exempt staff.

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Education and/or Experience:

- 10+ years Accounting & Finance experience, preferable 4 or more within Affordable Housing, Commercial Real Estate/Development, or related experience.
- Experience in strategic financial role in a complex, multi-line business with complex compliance & regulatory requirements.
- CPA designation preferred.

Work Environment and Physical Demands:

The work environment and 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 stand; walk; use hands and reach with hands and arms; and readily and effectively communicate. The employee must lift and/or move up to 25 pounds on a regular basis and 50 pounds on an irregular basis. The duties of the job are primarily performed in an office environment. There is some exposure to noise in the work environment, which is usually mild to moderate. Vision abilities required by this job include ability to effectively see within an office work environment, which may include long term computer exposure, and to adjust focus accordingly.

- May require work beyond 40 hours per week to complete required tasks and deadlines.
- May require evening and/or weekend meetings.
- May require the need for frequent shifting of priorities and deadlines.
- Employee must have a valid driver's license and safe driving record.
- The employee may be required to deal with distraught, angry and/or potentially violent people.
- Must have a valid driver's license and valid liability insurance.
- Requires use of personal vehicle.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people in this role. They are not intended to be a complete list of all responsibilities, duties and skills required of staff in this role. All employees may be required to perform duties outside of their normal responsibilities from time-to-time, as needed. The job requirements are subject to change to reasonably accommodate qualified disabled individuals. REACH may modify or interpret this job description.

This job description is not an employment contract, implied or otherwise. REACH is an at-will employer; you retain the right to resign, with or without notice or cause. REACH reserves the same right in respect to termination.

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