



TITLE: Chief Financial Officer
STATUS: Exempt

REPORTS TO: Executive Director
DEPARTMENT: Executive Office

To Apply: Send resume to hr@211la.org

Application Deadline: Until Filled

Who We Are: 211 LA County, formerly known as INFO Line of Los Angeles, is a private, not-for-profit 501(c)(3) organization and has been serving the Los Angeles community since 1981. 211 LA County provides a 24/7 easy-to-use hot line, supported by caring professionals who connect people to over 28,000 health and human services programs. It is the largest information and referral (I&R) service in the nation, helping over 500,000 individuals and families in Los Angeles County each year. 211 provides a diverse and friendly business environment.

Position Summary: Assists the Executive Director with developing, communicating and implementing the Agency's vision; provides leadership and guidance for all Agency financial, human resources and operational budgetary needs. Formulates and implements the Agency's financial plans and policies, and recommending long-range plans to enhance financial stability and ensure prudent investment practices. Supports all aspects of Agency business planning/development efforts from financial analysis and budget development to proposal writing. Assumes responsibility for the organization in the absence of the Executive Director and Chief Operating Officer.

Primary Duties include the following:

FINANCIAL/DEVELOPMENT FUNCTIONS

- Develops and implements strategic plans for the Agency relative to financial management; monitors and assesses programs relative to budget planning, grants, government contracts, purchasing, accounts payable/receivable, cash-flow and investments and develops/implements changes as appropriate.
- Directs preparation of budgets including income and expense, assets and liabilities; participates with other senior management to develop department budgets, reviews budget proposals; monitors expenditures to ensure compliance with approved budget.
- Supports the overall Agency business development/planning efforts including helping to maintain an updated business plan, developing program/project budgets and pricing schedules to support new business prospects/proposals, assisting with drafting of proposals and pulling together necessary documentation to complete proposal packages, and supporting new business development by providing financial modeling/forecasting and conducting other financial analysis such as return on investment.
- Identifies appropriate financial development opportunities, including new contracts, grants, donations, corporate sponsorships, etc. Provides analysis of development opportunities so that decisions can be determined as to the viability of pursuing such prospects.
- Advises management and the Board of Directors regarding insurance coverage for protection against property losses and potential liabilities; ensures appropriate insurance coverage at all times.
- Develops and implements risk management policies and procedures including internal controls on financial and administrative processes.
- Directs preparation of all fiscal reporting including regulatory and government reports; reviews periodic financial statements and reports for accuracy; prepares reports that summarize and forecast Agency activity and financial position in areas of income, expenses and earnings based on past, present and expected operations. Manages Controller and provides strategic direction to accounting.
- Oversees audits of Agency's accounts; provides information and resolves problems as necessary.
- Develops and maintains effective working relationships with banks and other financial institutions.

EXECUTIVE/MANAGEMENT

- Acts as a member of the senior management team to strengthen and support the financial and operational goals of the Agency:
 - Explains and promotes Agency goals to subordinate staff
 - Participates as a member on various management committees/projects
 - Develops and implements methods to improve fiscal soundness and control expenses.
 - Develops and maintains relationships with other members of the management team to determine and communicate the organization's vision internally.
- Attends Board, management and committee meetings as required; provides advice and counsel to the Board to assist them in setting policies; recommends new policies; programs and action plans related to own department or areas of expertise.
- Consistently offers to assist where needed; accepts and supports change; recognizes individual differences when interacting with team members.
- Serves as "change agent" for department improvement; initiates ideas and assesses risk; delegates and follows through on projects; motivates and supports staff, maintains positive morale within the unit and encourages inter-group cooperation.

LEADERSHIP/SUPERVISION

- Encourages staff ideas and implements them where appropriate; recognizes contributions and gives credit where due; sets challenging performance expectations and work goals; administers cross training to promote staff confidence and effective back up coverage within areas of responsibility; creates development opportunities for staff; represents team accomplishments to management.
- Develops higher levels of expertise in staff members by encouraging further education, participation in seminars and providing learning opportunities within the department.
- Performs managerial duties including but not limited to: interviewing applicants for employment; assigning and reviewing progress of assignments; setting goals and expectations; reviewing and approving performance appraisals; approving salary increases; addressing performance issues and taking corrective action as necessary.
- Develops a diverse, innovative and well-trained workforce in order to achieve goals.

OTHER

- Works closely with the Office manager on all facility-related issues including security and worksite safety.
- Participates in the Joint Labor Management Committee and union contract negotiations.
- Responds to staff or client requests, requirements and needs with a positive service attitude; relates well and shows sensitivity to others by listening effectively to them; builds appropriate, constructive and effective rapport.
- Performs all duties in accordance with established Agency mission and values; sets an example of excellence/integrity and inspires others to perform all duties in accordance with Agency values.
- Assumes related responsibilities as appropriate or assigned.
- The incumbent in this position directly manages approximately four to eight employees with an overall management team responsibility for managing approximately 100 employees.

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 function:

- BA in Accounting, Finance, Business Administration, Public Administration or related subject. 5-7 years management experience directing finance and/or accounting departments, with at least 3 years of this experience at a non-profit organization. Thorough theoretical and working knowledge of accounting in accordance with generally accepted accounting principles. MBA or advanced degrees and or CPA designation preferred.

- Knowledge and understanding of non-profit financial development opportunities, including government grants, donations, corporate sponsorships,
- Working knowledge of non-profit, agency policies, procedures; thorough knowledge of generally accepted practices and knowledge specific to position;
- Working knowledge of non-profit field and/or public policy in Southern California.
- Effective organizational skills and the ability to handle multiple activities with changing priorities simultaneously; ability to manage complex, sensitive functions.
- Effective crisis management skills and ability to develop appropriate contingency plans; demonstrated ability to maintain broad business focus while addressing details.
- Ability to successfully manage conflict and read situations quickly to find common ground and gain cooperation within minimum dispute through negotiation.
- Effective oral, listening and written communications skills. Ability to deliver presentations to potential grant makers, funders, corporate development officers and other development professionals.
- Ability to work effectively with people of diverse cultures, ages, and economic backgrounds.
- Demonstrated managerial skills including selecting, training and developing employees, directing employees toward desired objectives, delegating, motivating, resolving problems and controlling functions (developing performance standards, measuring results, taking correcting action and rewarding employees as appropriate). Previous experience in a collective bargaining environment desirable.
- Ability to lead workgroups dealing with complex issues that go beyond departmental responsibility.
- Current and valid driver's license and proof of insurance, if using vehicle on official Agency business.
- Ability to travel as needed to achieve Agency objectives; may be required to work evenings and weekends.
- Availability at short notice for undetermined schedule to respond to LA County emergency response in the event of an unforeseen emergency or disaster.
- Experience in financial management of government contracts and non-profit organizations.
- Ability to utilize personal computer and knowledge of Microsoft Excel, Outlook, Word; familiarity with ACCPAC accounting software.

Salary: DOE
EXCELLENT BENEFITS
Equal Opportunity Employer M/F/D/V