



Towards Employment is seeking a seasoned financial and operational leader to serve as
Chief Financial & Administrative Officer

Background:

Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 53 and a \$5 million annual budget. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. For more information on the organization, please visit www.towardsemployment.org.

Reports to Executive Director. Supervises Finance & Administration Department, including Finance, Information Technology, Facilities and Human Resources.

General Summary:

A highly qualified, mission-oriented CFAO will be a key player in helping to scale and grow the organization by strengthening our core financial operations and processes and enhancing our capacity to assess and execute on new opportunities to create impact in the community. This individual will lead a cross-functional team of administrative leaders, including Finance, IT and HR. A senior leadership role dedicated to meeting both internal and external standards, the CFAO is a member of the Leadership Team, and works closely with Department Directors, with the Board Treasurer and, along with the CEO, liaises with the Finance and Human Resources committees of the Board of Directors, and the Bloom Bakery Board of Directors.

Key Duties and Responsibilities

Strategic Planning & Sustainability

- Oversee the preparation of budgets, forecasts, and performance analysis reports; review financial plans and actual results, and ask critical questions.
- Communicate the financial position of the organization to stakeholders including the Board of Directors. Develop recommendations for financial and other operational decisions.
- Serve as the financial liaison with Towards Employment's social enterprise Bloom Artisan Bakery and Café, ensuring financial and compliance oversight of this wholly-owned, subsidiary. Prepare consolidated financial reports for the Towards Employment and Bloom Bakery Board of Directors.
- Refine business models to understand organizational resource allocation, programmatic outcomes, and overall ROI, including direct and indirect costs. Provide strategic recommendations to the CEO based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Develop strategies to ensure HR and IT meet the needs of the organization, while identifying system and process needs to accommodate growth and scale targets.
- Ensure facilities related needs are identified, analyzed, and met for the long term growth of the organization.



Finance Administration

The CFAO will oversee:

- All accounts, ledgers and reporting systems to ensure compliance with appropriate GAAP standards, and regulatory requirements;
- All financial, project/program and grants accounting; all financial reporting and communication of the organization's financial position;
- Development and monitoring of short and long-term budgetary planning and cost management in alignment with TE's strategic priorities; works closely with the CEO, Director of Development and Program Directors to monitor and develop the organization's budget;
- Proactive management of cash flow and forecasting;
- Recommendations for monitoring and making changes to improve accuracy and relevancy of all processes;
- The assessment of the financial efficacy of program operations;
- Payroll management activities and ensuring filing of appropriate tax forms;
- External audit activities, including preparing necessary schedules and reports to complete the annual financial statement audit and federal tax return;
- Management and tracking of invested assets per policies and investment guidelines;
- Management of vendor relationships for supplies, equipment and building leases and insurance. Seeks out new vendors and/or negotiates to obtain most advantageous arrangements.

Human Resources & Talent Management

Supporting the Manager, Human Resources oversee the following:

- All recruitment and staffing activities, including onboarding;
- Employee health and welfare benefit programs, including cost analysis, program offerings, alternatives, selection and communication;
- Ongoing development and training needs of the organization;
- Strategic oversight to ensure compliance of shared service agreement between Bloom and TE

Risk Management

Guiding the direction of the organization in partnership with the leadership team:

- Develop, implement and maintain processes and procedures to manage compliance and financial, IT and HR risk;
- Maintain and regularly review appropriate insurance coverage for employees and various locations and properties utilized by TE;
- Develop, communicate and implement document retention and other systems policies.

Facilities Management

Lead and manage all facilities related activities, including but not limited to:

- Liaise with building management and ensure current facilities meet organizational needs
- Evaluate existing and long-term space needs that align with our strategic and service objectives;
- Lead search for space alternatives if necessary;
- Review and negotiate lease terms as needed.



Information Technology

With the Manager, Information Technology:

- Oversee IT function and ensure that the organization has appropriate hardware and software to meet its needs, both for internal staff and to meet programmatic outcomes;
- Establish service expectations, including issue resolution standards and website metrics;
- Ensure security protocols are in place and establish policies and practices reflective of the sensitivity of our data.

Education and Experience Required

We seek an intelligent, innovative, technical, results-driven, quality and efficiency focused individual who shares our passion for service to fill this role. We require:

- Bachelor's degree in Accounting, Finance or Business Administration and a minimum five years' relevant financial and operational management experience, including experience in a complex nonprofit with multiple programs. CPA preferred.
- Track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential. Federal grants management experience strongly preferred.
- Proactive, hands-on strategic thinker with strong analytical skills.
- Knowledge of HR practices and law, with a desire to focus on talent attraction and development of staff at all levels of the organization.
- Technically astute, with understanding of inter-related nature of systems and their relevance to efficient, effective business operations.
- Experience coordinating audit activities and overseeing reporting, budget development and analysis, and other fiscal functions (accounts payable and receivable, general ledger, payroll and accounting for investments).
- Successful supervisory experience in a team environment with a collaborative focus.
- Advanced knowledge of accounting and reporting software (Sage Intacct knowledge preferred). Strong aptitude in Excel and Word required.

Competencies Required

Success in this role will also require:

- **Financial Acumen** – Financially oriented while able to see the “big picture”. Understands financial capacity and constraints; has high standards for financial management and reporting; develops strategic and operational recommendations through a financial lens.
- **Problem Solving** – Demonstrates ability to anticipate organizational needs and challenges, gather needed information, synthesize and analyze sometimes disparate data, assess risk, make recommendations, and take decisive action.
- **Emotional Intelligence** – The ability to understand what motivates the team, and to lead with consideration of the whole employee; able to build rapport and maximize individual strengths while driving outcomes. Demonstrated ability to work with people from diverse cultural, socioeconomic, racial, and educational backgrounds.



- **People Development** – Values the role of talent throughout an organization; will provide stretch opportunities and assignments for staff; holds development discussions and will support growth and change; is a people builder able to effectively work through conflicts and create an environment of high morale.
- **Managerial Courage** – Actively engages in the thought leadership of the organization; seeks information, expresses informed opinions and respectfully challenges status quo; provides feedback to others; takes action to the betterment of the organization.
- **Relationship Builder** - Builds and maintains effective relationships with all stakeholders, including staff and external individuals and organizations that can impact Towards Employment’s success and future. Outstanding ability to effectively communicate plans and desired outcomes.
- **Flexibility** – Able to be flexible in the face of changing circumstances or plans. Ability to support and guide others through change.

Passion and commitment to the mission of Towards Employment is required.

EEO Statement

Towards Employment provides equal employment opportunity to employees and job applicants regardless of race, religion, color, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by local, state or federal law.

Send resume, cover letter, and salary expectations to: Sharon Shorts at sshorts@towardsemployment.org.