

Chief Financial Officer

New Jersey Community Capital

Email resume and inquiries
in confidence to: PRM Consulting Group

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ROLE: Senior Executive Level | FLSA Status - Exempt

REPORTS TO: President & Chief Executive Officer

OVERVIEW:

The CFO manages the fiscal matters of the organization including annual audit, budgeting, capital management, cash management and liquidity, and financial and regulatory reporting. Further, the CFO sets appropriate financial strategies for the organization and its affiliates to optimize financial resources and manage risk. CFO's responsibilities also include directing the organization's fiscal planning and accounting practices ensuring integrity of reporting and optimization of resources. The CFO serves as a member of the senior management team and works closely with the Finance and Audit Committees of the Board of Trustees.

RESPONSIBILITIES:

General/Budgeting

- Work with the President and CEO and other senior managers to develop and implement the strategic plan and annual and long-term financial budgets.
- Contribute to the strategic assessment of the organization and development of strategies and tactics to facilitate success in achieving overall objectives.
- Disseminate timely financial information including monthly budget reports to operating units to facilitate effective management of business; share budget concerns with the President and CEO.

Capitalization

- Collaborate with colleagues on negotiating terms and conditions on money-in investments.
- Maintain and submit information necessary to apply for grants and investments on a timely basis and meet periodic grant and investment reporting requirements.
- Monitor the capital available for lending and investments.

Cash Management and Liquidity

- Ensure compliance with NJCC's investment policies.
- Monitor available cash and resources necessary to fund operations and loan disbursements.

Financial and Regulatory Reporting

- Maintain current records on financial and regulatory changes and updates.

Risk Management

- Prepare, implement, and maintain financial operating policies and procedures.
- Monitor compliance with covenants in NJCC prospectus.
- Participate in Risk Rating meetings; share concerns on a timely basis.
- Oversee the processing of nonaccrual, charge-offs, and loan loss provisions on a timely basis.

Annual and other Audits

- Oversee the audit process (annual, A133, etc.).
- Meet with the external auditors to plan the annual audit; communicate audit plans to staff.
- Make sure financial records and schedules are updated to ensure timely start of the audit.

Board Relations

- Serve as liaison to the Audit and Finance Committees.
- Prepare and present financial statements to the Board of Trustees at their regular meetings.

Supervision

- Lead, manage and develop a team of approximately 15 staff

QUALIFICATIONS:

- Bachelor's degree required; MBA or advanced degree preferred.
- CPA license required.
- Ten or more years of senior management experience in accounting and financial management, preferably in a community development financing institution.
- COVID-19 Vaccine Required: As of the first day of employment, you must be able to demonstrate proof that you are fully vaccinated (as defined by the CDC) against COVID-19, unless you are granted a medical or religious exemption in accordance with company policy.
- Hybrid work schedule available through early fall 2022; fully office based working arrangement beginning October 2022.

COMPETENCIES

- Integrity, intellect, and energy.
- Strong leadership and management skills
- Demonstrated ability to build a team and work collaboratively
- Strong quantitative analysis and financial modeling/model review skills
- Entrepreneurial spirit; creative and innovative thinker
- Strong communications skills both verbal and written; public speaking experience desired
- Results driven with a high level of attention to detail and ability to multi-task
- Strong working knowledge of FASB and GAAP procedures and rules.
- Proficient in computer applications including enterprise financial accounting systems
- Demonstrated ability to build a team and work collaboratively.
- Ability to maintain a high level of confidentiality.

WORK ENVIRONMENT:

This job operates in a professional office setting with moderate noise and many unscheduled interruptions. Sitting for extended periods of time is typical in this position, but brief periods of walking and standing may occur. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS:

This is largely a sedentary role, but some filing is required, which requires the ability to lift files, open filing cabinets, bend, and stand, as necessary.

TRAVEL REQUIREMENTS:

This position requires some travel to construction sites.

NJCC is fully committed to equal employment opportunity, maximum utilization of all employees, and employment advancement regardless of race, color, creed, religion, sex, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal or local law. Discrimination of any type is not tolerated.