**JOB POSTING**

**Date:** July 2020  
**Job Title:** Chief Financial and Operations Officer  
**Job Classification:** Regular Full-Time, Exempt  
**Position Reports To:** Chief Executive Officer

*My Sisters’ Place, Inc. (MSP) is a not-for-profit 501(c)(3) organization, located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the field of domestic violence and human trafficking advocacy and services.*

**Mission Statement**

The Chief Financial Officer / Chief Operating Officer (CFO/COO) is responsible for the effective and efficient service delivery of My Sisters’ Place’s accounting and internal operations functions. Reporting to the CEO and Board of Directors, the CFO/COO will control the core finance operations of the organization and ensure all stakeholders have reliable, accurate, and timely financial information, as well as the assurance that the underlying processes are properly controlled and monitored. The CFO/COO will serve the leadership team as their trusted advisor as they manage spending decisions for their departments and will create and manage a constantly-improving, low-friction, highly responsive administrative environment for all MSP staff.

**Primary Responsibilities**

**Finance**

- Be responsible for the definition, management, and improvement of all back office processes such as finance, accounting, and HR
- Own the budgeting process, serving as both an expert on the budget itself and as an advisor to the rest of the executive staff as they develop their departmental budgets
- Oversee the monthly, quarterly, and annual close process and monitor the effectiveness of the Accounting Manager in closing the General Ledger and analyzing account variances
- Oversee and evaluate the performance of the Accounting Manager and his/her staff
- Oversee the effectiveness of the Accounting Manager in managing all contracts on an ongoing basis. ensuring accuracy of costs and billing, timeliness and accuracy of budget modifications, ongoing status reporting of contract spend and projections of remaining available funds to the programs and legal departments
- Review at an executive level and be involved in the details of monthly accounting activities
- Work with the organization’s banking and financial advisors on optimizing the management of cash and investments
- Design and oversee the effectiveness of the controls in all expenditure processes including accounts payable, employee expense reimbursements, and payroll
Oversee the annual audit and ensure any audit issues are addressed by the Accounting Manager in a timely manner.

Be a service provider, consultant, and advisor for the senior staff on all financial decisions and the ongoing management of contracts and spend, and provide proactive and insightful guidance on the current and projected state of their departments’ finances.

Provide the Board of Directors and executive team with accurate and insightful financial information as they make strategic decisions about the organization’s mission and services.

Monitor changes in the external HR environment and ensure the organization adapts to regulatory and best practice changes.

Manage the insurance policies for the organization, ensuring appropriate coverage levels and being proactive about both renewal timing and cost.

**Operations**

- Be responsible for the definition, management, and improvement of all core operational processes such as procurement, IT, and facilities operations.
- Oversee the Office Operations Manager and their staff, ensuring their effectiveness maintaining each office location, ensuring their locations have appropriate supplies, and that manage vendors in an efficient and cost-conscious manner.
- Design and monitor the organization’s purchasing process including approval workflows, documentation requirements, and standards for the main expense categories.
- Oversee the management of the client database, working in collaboration with programmatic senior managers.
- Encourage ongoing improvement of internal operations, taking input from key business stakeholders (or senior staff) and recommending process, technology, or structural improvements.

**Key Performance Criteria**

- On-time close (# of Days)
- Total cost of administration per contract
- Budget accuracy
- Total direct and indirect spend
- Internal client satisfaction

**Qualifications**

- Bachelor’s degree in Accounting or Finance, MBA preferred.
- CPA strongly preferred.
- Minimum of 10 years of progressively responsible professional accounting.
- Managerial experience required.
- Not-for-profit accounting and Form 990 and CHAR-500 experience strongly preferred.
- Ability to think critically and address issues as they arise.
• Excellent interpersonal skills, including the ability to work collaboratively on a multi-disciplinary team
• Ability to multi-task, be detail-oriented, meet deadlines, and prioritize competing priorities
• Demonstrated commitment to the social sector with a passion for MSP’s mission

**SALARY:** Commensurate with experience

**NO PHONE CALLS PLEASE. Send resume and cover letter by e-mail to: Gail McDaniel gmcdaniel@mspny.org. Application deadline is ________________**

*My Sisters’ Place policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*