

Chief Financial Officer
N Street Village
Washington, DC

About N Street Village

N Street Village is a community of empowerment and recovery for homeless and low-income women in Washington, DC. With comprehensive services addressing both emergency and long-term needs, N Street Village helps women achieve stability and make meaningful gains in their housing, income, employment, mental health, physical health, and addiction recovery. N Street Village also provides affordable rental housing for low- and moderate-income individuals and families. Please visit our website for more information at: www.nstreetvillage.org

Position Summary

Reporting to the CEO, the CFO is an integral member of the Executive Team, which also includes the Chief Program Officer (CPO), Chief Development Officer (CDO), and Chief Operating Officer (COO). The CFO is primarily responsible for ensuring the long-term financial sustainability of the organization as it strives to enhance mission delivery. The CFO will lead and manage all day-to-day finance / accounting, compliance and government contracting functions, work with the Executive Team to execute the organization's strategic planning processes, and lead the ongoing evolution of finance and accounting systems to support growth and risk mitigation efforts.

Key Responsibilities:

Strategic Financial Management

- Lead financial areas of the organizational strategic planning process in consultation with the CEO and Executive Team, the Treasurer, Board of Directors, and appropriate Board Committees.
- Identify, evaluate, resolve or capitalize on internal and external opportunities and challenges; work with the Executive Team, Treasurer and the Board to maximize opportunities and mitigate or solve challenges.
- Lead ongoing strategic financial planning and analysis effort; provide analysis and guidance to the CEO and the Board to enable sound decision-making, ensure sustainability, and mitigate risk.
- Lead financial evaluation / due diligence of growth opportunities (e.g. new programs, mergers/acquisitions), consulting with CEO, Treasurer and appropriate Board Committees.
- Work closely with COO (who assumes primary responsibility) on tracking organizational performance against strategic goals, and promoting continuous improvement of internal systems and processes. Ensure that consideration of financial implications is integral to the process.

- Coordinated by the COO, the Executive Team will identify overall annual organizational objectives needed to implement N Street Village's strategic goals. COO will track progress against those objectives, and communicate status to relevant constituents.
- Work with COO to develop a regular process and annual calendar for reviewing program performance, and departmental reviews for each functional area.

Financial Staff Management

- Lead Finance / Accounting, Compliance, and Government Contracting functions. Recruit, develop, coach and retain successful staff; supplement in-house capacity with consultants or subcontractors as needed.
- In partnership with the COO, CPO and CDO, promote efficient coordination between finance/accounting, operations, development and program teams
- Develop capability to support expansion of services as needed—e.g. Medicaid billing, real estate development and other strategic priorities.

Financial Oversight

- Oversee the preparation and delivery of financial reports and projections to various audiences including the Treasurer, Board of Directors, CEO, staff, investors and auditors.
- Analyze and interpret results and trends.
- Oversee cash forecasting and management, oversee annual budgeting process and annual audit processes. Ensure that financial controls, policies and procedures are in place and updated.
- Ensure effective management of relationships with financial institutions, investment advisors, and property management company.
- Serve as liaison for financial issues to the Board, participating in regular Board and appropriate committee meetings.

Risk Management and Compliance

- Oversee compliance in all aspects of the organization – including contract review, reporting requirements, business licenses and investor relations for all separate legal entities, audit procedure, and physical plant, including compliance with all agreements with lender and investor partners in a Low-Income Housing Tax Credit property.
- Monitor the organization's compliance with complex legal, contractual, and ethical requirements. Ensure that the CEO, Treasurer and the Board are alerted to areas of identified risk.
- Responsible for asset management with respect to a Low-Income Housing Tax Credit property.

- Act as the liaison to legal services as needed and prudent.
- Provide financial perspective on prospective contracts which the organization may enter.

Experience, Knowledge, Skills:

- Advanced degree in business or finance required.
- Minimum of ten years' experience in a C-suite or Director role and with direct supervision of financial staff. Familiarity with real estate, permanent supportive housing or affordable housing, and/or government contracting, including Medicaid billing, a plus.
- Successful financial, operational and risk management experience.
- Skilled in financial modeling and analysis.
- Outstanding interpersonal skills. Ability to work collaboratively with peers to improve mission deliverables as an Executive Team.
- Excellent written, oral communication and presentation skills. Ability to translate complex data into clear messages for a wide range of audiences
- Self-starter, critical and strategic thinker. Skilled problem solver with results orientation.
- Values commensurate with a community committed to providing inclusive services in an atmosphere of dignity and respect without regard to race, religion, physical or mental ability, sexual orientation, or gender identity.

Compensation

The compensation range for this position is \$180K - \$200K and includes generous benefits.

Apply:

<https://leaderfit.catsone.com/careers/20424-General/jobs/15957092-Chief-Financial-Officer-N-Street-Village/>