



Position: TEMPORARY Chief Financial Officer (TCFO)
Location: New York, NY
Reports to: Chief Executive Officer
Hours: Full-time, 40 hours per week (3-4 months duration)

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 36-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

The Temporary Chief Financial Officer (TCFO) is responsible for all financial matters of Jericho Project and its affiliate organizations. The TCFO will report to and work closely with the Chief Executive Officer. In addition, they will partner with Senior Leadership and the Board of Directors to develop and implement strategies across the organization. The TCFO will oversee all compliance for government (Federal, State and City) contracts and private grants. They must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance department of six.

RESPONSIBILITIES:

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investments, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations.

Planning and Policy

- Coordinate the development and monitoring of budgets.
- Help implement new ACH payment system.
- Develop financial forecasts.
- Participate in policy development as a member of the Senior Management team.

- Engage the Finance Committee of the Board of Directors to develop short and long-term financial plans and projections.
- Work with COO to forecast and secure reserves or other funding for major capital expenses.
- Represent the company to financial partners, including financial institutions, investors, auditors, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration

- Oversee the Accounting department to ensure proper maintenance of all accounting systems and function; supervise Jericho Project's finance staff.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for government funders, foundations, and Jericho Project's Board of Directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

Financial Risk Management

- Responsible for identifying and mitigating financial risks to Jericho Project and its affiliates.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Prepare periodic risk assessments of Jericho Project's financial status and develop contingency plans as needed.
- Prepare monthly, or as needed, reports to the Board and CEO regarding any changes or deviations from the budget or financial plan.

REQUIREMENTS:

- Bachelor's degree required. MBA or CPA strongly preferred.
- The TCFO will be a seasoned and mature leader with at least 8-10 years of broad finance experience. They will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources, including government contracts and an affiliate structure with diverse program areas delivered across multiple sites.
- At least 5 years' experience as a Senior Finance Manager, preferably in a nonprofit organization with a budget of at least \$10 million.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department

Jericho Project

Job Code: **TEMPORARY Chief Financial Officer (TCFO)**

careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org