

AccessPoint RI

Chief Financial & Administrative Officer Position Posting

TITLE: Chief Financial and Administrative Officer

REPORTS TO: President & CEO

LOCATION: Cranston, Rhode Island

ORGANIZATION INFORMATION:

Established in 1965, AccessPoint RI (APRI) is a community-based, non-profit 501(c)(3) organization that specializes in services for children and adults with cognitive, physical and medical needs, supporting each person to live to his or her fullest potential. The agency is committed to meet the needs of individuals and families through providing high quality services such as adult residential, day enrichment, vocational training and employment, inclusive early childhood and special education school, transition and children's clinical services.

POSITION SUMMARY:

The Chief Financial and Administrative Officer will establish APRI's financial and administrative policy and direction in partnership with the President & CEO and the Board of Directors, while also being an active participant in, and driver of, the organization's overall strategy. The CFAO will be responsible for financial management, budget preparation, contract administration, grant financial management, information technology, office services, insurance, purchasing, maintenance and human resources administration. They will continue to build and manage effective and streamlined financial and administrative systems. This will include overseeing the organization's overall budget as well as managing several federal and non-federal grants, overseeing grant compliance, tracking organization invoices and expenditures, maintaining financial records, helping prepare for and overseeing annual audits, developing and overseeing internal accounting and financial grant management policies, and developing and maintaining human resource policies. The CFAO will prepare and present financial reports to APRI's Board of Directors.

RESPONSIBILITIES AND DUTIES:

Strategy

- Partner with the President & CEO on all operational and strategic issues as they arise; provide recommendations to the President & CEO based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- As an integral member of the senior management team participate in the ongoing strategic planning process, long-term budgetary planning and cost management; develop, direct and prepare financial analysis of the operations for guidance of management.

- Work with the Board Finance Committee around issues, trends, and changes in the operations based on financial modeling, including the approval and review of budgets and financial statements.

Financial and Operational Management

- Direct and coordinate APRI's financial affairs and financial record systems in accordance with Generally Accepted Accounting Principles; ensure staff adhere to these principles and monitor the use of all funds.
- Oversee budget, planning, and implementation of budgets; monitor progress, recommend revisions and report status.
- Oversee the preparation and approval of all financial reporting materials for funding organizations, regulatory agencies and APRI's Board of Directors; prepare and communicate monthly, quarterly and annual financial statements.
- Manage cash flow and forecasting; secure lines of credit as needed; direct all financial, project-based, and departmental accounting.
- Evaluate all benefits negotiations from a financial perspective, thus providing the most competitive packages for APRI's employees.
- Review all formal finance procedures, processes, and administration; recommend improvements to the systems and implement.
- Oversee accounts payable, receivable, cash receipts and bank deposits.
- Oversee all third party payments and billing.
- Oversee and process reimbursements and invoices for contracts and subcontracts.
- Ensure bi-weekly payroll processing, payment, records, tracking, employee changes, and compliance. Produce reports as needed.
- Work closely with financial institutions.
- Oversee and coordinate year-end review/audit with external auditors and assist in the preparation of audit schedules, data and information and tax filing; ensure needed corrections are implemented.
- Monitor the capital expenditure and asset redeployment activities.
- Other duties as required by the President & CEO.

Grants Administration and Compliance:

- Oversee all aspects of APRI's grant financial management including accounting, all grant administration policies, systems, and documentation, invoicing, tracking, reporting and expense management. Work with program and financial staff to ensure an accurate, timely, efficient, and transparent process for the entire grant life cycle from proposal to close.
- Ensure financial components of grant reports are submitted in a timely fashion.
- Ensure program staff are updated with quarterly grant expenditures and projections.

General Administration

- Oversee the Human Resources, Purchasing, Maintenance and Information Technology and general administration functions, ensuring efficient operations and that customer service standards, regulatory and operational compliance requirements are met.
- Interpret company policy to employees and enforce policy and practices.
- Ensure appropriate data security, IT standards and reliability performance.
- Responsible for general liability and workers compensation insurance renewals and amendments.
- Attract, recruit, lead, develop, mentor and motivate a diverse staff.
- Manage third party contracts and services.
- Collaborate with and provide support to other management to ensure program and operational delivery and financial performance to support the mission and strategic objectives.
- Oversee other administrative activities as the organization grows.

QUALIFICATIONS:

The Chief Financial and Administrative Officer will be a mature leader with at least 10 years of broad finance experience, with strong executive management skills; experience with non-profit organizations preferred.

The Chief Financial and Administrative Officer will have the following experience and attributes:

- A minimum of a BS and continuing education. CPA/CMA, CFA, MBA or other relevant Master's degree preferred.
- Experience managing federal, foundation and non-federal grant budgets and associated administrative paperwork/compliance highly preferred.
- Experience with third party billing required; Medicaid billing preferred.
- Knowledge of not-for-profit Generally Accepted Accounting Principles.
- Mature and proactive hands-on manager, with evidence of having worked as a true business partner to the President. Working with non-profit boards preferred.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Skill in assessing, developing and implementing financial, HR, technology and administrative policies and procedures.
- Meticulous attention to detail.
- Strong analytical skills.
- A team player, with a collaborative and flexible style and a strong service mentality.
- An effective communicator, with strong oral and written skills.
- Strong commitment to developing team members.
- Commitment to the non-profit sector with a passion for the organization's mission is essential.
- Familiar and proficient with technology to ensure efficiencies.

- Experience with accounting management software programs required; Solana (Sandata) preferred.

APRI is an equal opportunity employer and fully committed to a culturally diverse staff to better serve our community. People of color, women, LGBTQ candidates, and people of diverse backgrounds are strongly encouraged to apply.

Compensation will be commensurate with experience and qualifications. The minimum salary is \$120,000/annually.

Candidates should submit a resume and cover letter describing their interest in this position, and salary requirements to:

Cynthia Butler, SPHR, SHRM-SCP
Butler & Associates Human Resources Consulting
cjbutlerhr@gmail.com