



## Chief Financial Officer

**Position:** Full Time / Exempt / Nashville, TN

**Supervisor:** Chief Executive Officer (CEO)

**SUMMARY:** The agency has 75 employees, 3 offices in Middle Tennessee and a \$10M operating budget and is 70% funded by federal grants.

The Chief Financial Officer (CFO) plays a critical role in managing the financial health and sustainability of the organization. This position oversees all financial aspects, including budgeting, forecasting, compliance, and reporting, with a major focus on tracking and billing federal grants. The CFO reviews, manages and as needed, improves internal systems, controls, processes, and procedures to ensure the integrity, accuracy, compliance, and usefulness of financial information and reporting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Financial Management:**

1. Develop and implement financial strategies that align with agency mission and goals.
2. Oversee all financial operations, including accounting, budgeting, and financial analysis.
3. Ensure accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, and payroll.
4. Oversee financial and contractual interactions with tenants.
5. Ensure compliance with all federal grant financial processes and reporting requirements.
6. Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, 990, and other reporting obligations for a 501(c)(3).
7. Ensure proper liability coverage for the agency to include for the board of directors.
8. Assist Chief of Staff with human resource functions including employee benefits.
9. Prepare and present financial reports to the CEO and Board of Directors, providing analysis and recommendations.
10. Manage relationships with external partners, such as banks, auditors, and financial service providers.

#### **Budgeting and Forecasting:**

1. Develop and oversee the annual budgeting process, collaborating with program managers and stakeholders to create realistic and achievable budgets.

2. Monitor actual performance against the budget, providing regular updates and analysis.
3. Maintain financial forecasting models to support long-term planning and decision-making.

### **Strategic Planning and Leadership:**

1. Partner with CEO and other agency senior leaders to implement budgets and strategies that drive organizational success.
2. Work closely with the CEO and Board of Directors to develop and implement strategic plans that align with our mission and vision.
3. Work with the Finance/Audit Committee to ensure compliance with all applicable financial, accounting, legal, and regulatory requirements and best-practice standards; ensure a system of strong internal controls
4. Mentor and lead the finance team, fostering a culture of continuous improvement and professional development.

### **QUALIFICATIONS:**

- Bachelor's degree in finance, accounting, or a related field (Master's degree preferred).
- CPA certification strongly desired.
- Minimum of 5 years of experience in financial leadership roles, preferably within nonprofit organizations.
- Proficiency in Federal Grant audit processes.
- Experience with automating accounting systems (knowledge of software such as Intact, Great Plains, Bill.com, or similar).
- High-level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint), Adobe (Acrobat DC).
- Ability to be flexible and agile.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal abilities.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **BENEFITS:**

- 30 days PTO and 12 paid holidays.
- Professional development opportunities.
- Subsidized medical, dental and vision.
- 401K.
- Collaborative, passionate, energetic team and culture.

**HOW TO APPLY:** Please email your resume and cover letter to [executivesearch@osdtn.org](mailto:executivesearch@osdtn.org). No phone calls please.