



Open Position - Chief Financial Officer

Homeowner's Rehab, Inc. (HRI) is a private non-profit organization founded in 1972. Over the past 25 years HRI has shifted its focus to include rental properties as a means to maintain and create new opportunities for households that cannot compete in this housing market. We strive to support both mixed-income communities and 100% affordable communities with safe, decent and affordable housing.

Overview:

The CFO is responsible for the effective and efficient operation of the accounting, financial management, financial reporting, and financial analysis activities of four 501C-3 non-profit organizations, namely: Homeowner's Rehab, Inc. (HRI), Cambridge Neighborhood Apartment Housing Services, Inc., (CNAHS), Cambridge Community Housing, Inc., (CCHI) and Cambridge Community Housing Development, Inc., (CCHDI), in addition to a number of Limited Partnerships/LLC's, and other affiliates, including the development, maintenance, and periodic revision of the systems and procedures necessary to these activities. The CFO also plays a key role in financial planning and the development of finance-related policies.

The CFO reports to the Executive Director and supervises the Controller and Bookkeeper.

Responsibilities:

These responsibilities apply, as appropriate, to HRI and CNAHS and to all of their subsidiaries and affiliates. They do not apply, except as explicitly stated, to the financial aspects of the operation of the properties in the organizations' real estate portfolio.

- Establish, maintain, and revise as needed efficient and effective financial accounting and reporting systems; maintain efficient and effective coordination between these systems and the organization's internal and external financial reporting needs.
- Develop, maintain, and revise as needed the necessary policies and procedures in accordance with generally accepted accounting practices.
- Administer and coordinate the financial communication, information, and reporting needs of all programs, entities, and activities, as well as the needs related to external requirements.
- Develop budgets, projections, and financial plans for all aspects of the organization's activities. Communicate and coordinate with the Executive Director, the Boards of Directors, program and project managers, and others, as directed, to ensure consistent, timely informed, and useful budgeting, financial planning, monitoring of budgets, and financial reporting.
- Provide timely financial reports to the Executive Director, the Boards of Directors, Project Managers, and others, as directed, including the identification of changes and/or discrepancies from budget and/or other financial plans.
- Conduct periodic reviews with the Executive Director and/or the Boards of Directors to inform them of the organizations' financial condition and anticipated financial issues and problems; advise them on resolving these issues and problems.



- Identify unanticipated financial issues and problems in a timely fashion and consult with and advise the Executive Director and the Board of Directors on resolving them.
- Establish, maintain, and revise as needed procedures to ensure that the organization's cash and other financial assets are managed so as to provide maximum returns to the organizations, consistent with fiscal prudence and the requirements of funding sources, while ensuring that the organizations' cash flow needs are met in a timely fashion.
- Contribute to asset management with respect to the organizations' real estate portfolio by reviewing property financial reports and statements and providing timely analysis of the comments on them to the Executive Director and other staff, as directed.
- Monitor and track revenue from all sources; ensure that billing, requisitioning, and reporting are done in a timely fashion, so as to secure the earliest achievable receipts of revenues.
- Oversee employee benefits administration, payroll, and personnel records, in accordance with government regulations, contract requirements, and the organizations' policies.
- Ensure that the organizations acquire and make use of, on an ongoing basis, the most appropriate technology for financial accounting and reporting functions and that the appropriate staff members have the means and opportunity to develop the capacity to make effective use of this technology.
- Provide staff support for the Finance Committee(s) of the Boards of Directors.
- Supervise, evaluate, and support the development of financial staff.
- Monitor and evaluate the work of financial consultants.
- Act as liaison with the organizations' auditor, other outside auditors, the IRS, banks, and other businesses. Ensure compliance of any state and Federal reporting and filing requirements.
- Handle the purchasing and/or leasing of office equipment.
- Assume other responsibilities as assigned by the Executive Director.

Qualifications:

- CPA or Masters degree in Finance, Accounting, or Business preferred, but not required.
- Five years of progressively responsible "hands-on" experience in accounting and financial management. Experience with non-profit organizations and fund accounting preferred but not required.
- Knowledge of and/or direct experience in the financial aspects of real estate development and management preferred but not required.
- Demonstrated capacity for working both independently and as a team member, meeting deadlines, working under pressure, undertaking problem solving, attending to detail, organizing workflow, and following through on tasks and responsibilities.
- Strong interpersonal skills: ability to work effectively with other staff at all levels, Board members and other volunteers, and representatives of outside agencies, organizations, and businesses.
- Strong quantitative skills and oral and written communications skills.
- Working knowledge of Microsoft Outlook, Excel and Word, as well as various accounting software products including Quick Books and Blackbaud's Financial Edge.



To Apply

Please email your resume and a cover letter to adc@homeownersrehab.org.

HRI offers a competitive salary and an excellent benefits package as well as an opportunity to work with a dynamic team.

We are an equal opportunity employer committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.