



## Chief Financial Officer

### Organizational Overview

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LEO Inc. ("LEO") strengthens the Greater Lynn community through resources and services that provide opportunities for children, families, and individuals to thrive. LEO offers a safety net of services for at-risk, low-income families, stabilizing them for the short term while investing in a long-term, two-generation approach to education that promotes economic independence and family stability in the communities of Lynn, Lynnfield, Marblehead, Nahant, Saugus, Swampscott, and Wakefield. As a private non-profit with a \$12 million annual operating budget and 120 employees, LEO's signature programs are Early Head Start and Head Start; early education and care for children from birth to 5 years; home heating fuel assistance; and energy conservation and safety services that keep residents' homes safe and efficient.

### Position Overview

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Reporting directly to the CEO and as a pivotal member of an eight-person Senior Leadership Team, the Chief Financial Officer (CFO) is responsible for providing the agency's fiscal leadership and developing innovative, creative financial solutions aligned with LEO's mission, strategic plan, and annual goals. The CFO works collaboratively with the CEO and Program Directors to optimize available funding, allocate resources effectively and efficiently, and establish policies, procedures, and systems to accurately track and report financial results internally for informed decision making and externally for compliance purposes.

The CFO oversees a four-member fiscal team who collectively manage all financial functions including: accounting, payroll, financial operations, state and federal requirements, insurance, debt covenant compliance, risk management, grant management, and capital campaign and donor record-keeping and reporting.

### Specific Responsibilities

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#### Strategic and Collaborative Leadership

- Work collectively with the CEO and the Senior Leadership Team to ensure decision making is well-informed by the agency's fiscal realities, providing creative, yet realistic, scenario planning and financial analysis to ensure resources are optimally allocated to achieve LEO's mission.
- Develop and maintain supportive, collaborative, and respectful relationships with peers at an agency where open communications and teamwork are the norm.
- Participate actively in agency-wide strategic planning activities.
- Attend all Board, Finance Committee, and other agency committee meetings as needed to provide fiscal and operational insight.

- Set comprehensive goals for performance and growth for the CFO's direct areas of responsibility.

#### Accounting and Fiscal Oversight

- Establish and implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices (GAAP), compliance with uniform guidance, and other applicable state and federal regulations.
- Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping, and reporting.
- Oversee and monitor banking activities, including investment performance to ensure adequate liquidity and sound investment decisions.
- Manage and supervise financial side of payroll and HR functions, including benefits and employee earned time accruals.
- Ensure all assets and investments, including real property, equities, and bonds are maintained and accounted for, including an inventory of purchased equipment.
- Ensure procurement is completed in accordance with applicable regulations and competitive bidding process requirements.
- Manage the external audit process and reporting in collaboration with audit firm.

#### Budgeting and Financial Reporting

- Establish and lead the organization's budget planning process for all operating and fund accounts and collaborate with the CEO and Program Directors to develop annual income and expense budgets, agency-wide and by program.
- Provide comprehensive monthly reporting of financial results against budget and provide, for consideration by the CEO and Senior Leadership Team, recommendations for actions necessary to maintain the fiscal health of the agency.
- Develop and maintain a comprehensive cost allocation plan and recordkeeping system, ensuring compliance with federal and state regulations, generally accepted accounting practices, and contractual requirements.
- Prepare and submit the annual Uniform Financial Report as well as reports to satisfy other grant requirements.
- Submit all annual compliance data to pension company for ERISA testing.

#### Staff Management

- Work with the CEO and Human Resource Director to recruit staff for the fiscal department.
- Manage, review, and provide career development opportunities for all fiscal staff.
- Train agency-wide staff in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.

### Other Responsibilities

- Procure adequate insurance coverage for assets, board, clients, and staff.
- Serve as the Agency's Risk Manager, regularly leading and directing risk management assessments.
- Work with CEO and the board to consider property related issues, such as sales or renovations, providing an analysis of the fiscal impact of alternatives.
- All other duties as assigned.

### Skills and Experience

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- Strong senior level leadership and fiscal management skills, ideally at a mission-driven organization of similar size and reach.
- A minimum of five (5) years of progressively responsible work managing fiscal operations, ideally at a non-profit agency.
- Bachelor's degree from an accredited college or university in accounting, finance, or business administration. CPA, CMA or other certification or accreditation is desirable.
- Thorough knowledge of budgeting and fund accounting policies, practices, processes, procedures, and reporting.
- Strong understanding of federal and state contract applications, accounting, and reporting requirements.
- Personnel management experience to recruit, lead, evaluate, and retain an effective fiscal team across financial disciplines.
- Strong analytical skills.
- Ability to interact professionally and collaboratively with staff, board members, clients, and other related agencies.
- Desire to be a cooperative team player and partner to peers and all staff.
- A commitment to economic and social justice as well as the population served by LEO.
- Good communication skills, both verbal and written, with the ability to communicate financial information to non-financial professionals.

### Compensation and Benefits:

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Salary is competitive, commensurate with experience, and within the framework of the organization's annual operating budget. LEO also offers an enviable benefits package that includes health insurance for as little as \$28.00/week, dental insurance for as little as \$3.88/week, life insurance, a 403(b) plan with a generous agency match, tuition assistance, Flexible Spending/Dependent Care Accounts, EAP program, short term disability, and generous paid time off.

### Application Process and Additional Information

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LEO is an Equal Employment Opportunity and Affirmative Action Employer which strongly encourages applications from candidates from diverse races, backgrounds, genders, and cultures. Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of LEO, along with salary requirements. Applications will be accepted until the position has been filled. Upload required documents to:

<https://eostransitions.applicantpool.com/jobs/>. This executive search is being conducted by Eos Transition Partners consultant John Tarvin. All submissions will be acknowledged and are confidential, and any questions must be submitted to John at: [jtarvin@eostransitions.com](mailto:jtarvin@eostransitions.com).