



Chief Financial Officer

Status: Exempt
Supervisor: CEO

Position: Full Time
Department: Management

Summary:

Napa Valley Community Housing (NVCH) is seeking a Chief Financial Officer (“CFO”) who is a proven executive leader with a track record of solid and progressive experience in accounting and financial management roles, preferably in community development, affordable housing development, or property management. The CFO, along with the other executive leadership at NVCH, will be a passionate champion of equity and equality for all communities.

The CFO oversees all financial and accounting activity of NVCH and its affiliates. The CFO, as a key member of the Executive Leadership Team, has the responsibility of providing leadership and oversight for interdepartmental collaborative efforts, for strategic goal execution, and for multiple programmatic areas.

The CFO establishes systems for financial controls and regulatory compliance; oversees accounting, tax and financial reporting functions, treasury, cash flow and financing activity; shares in oversight of real estate financing and syndication; oversees risk management; shares in oversight of legal activities, corporate and partnership structuring, corporate and property budgeting, and asset management; maintains relationships with financial partners; and provides leadership in financial planning and policy development.

The CFO provides leadership and guidance to the organization on financial planning and resource allocation. The CFO reports to the Chief Executive Officer (CEO) and works closely with the CEO and the Executive Leadership Team on organization-wide oversight, planning, and policy development. The CFO is responsible for staffing the Board Finance Committee and the Audit Committee. The CFO supervises the Accounting staff.

Responsibilities:

Accounting, Compliance and Financial Reporting

- Oversees functional accountability of accounts payable, accounts receivable, payroll, and grants administration.
- Oversees Accounting Department and day-to-day finance operations to ensure proper maintenance of all accounting systems and functions.
- Oversees all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Develops and enforces internal controls and financial systems and procedures to support effective program implementation and audits.
- Develops and maintains Multiyear Cashflow Projections and Cash flow planning to match availability of funds with needs.
- Responds to external and internal accounting customers.
- Completes, timely and accurate financial and management reports, audits, and proper filing of tax returns.
- Works with Compliance to complete legal, regulatory and partnership compliance financial functions
- Develops and maintains cost accounting systems for program and development projects.
- Maintains financial tracking and reporting systems regarding affiliate and partnership needs including surplus cash flow, capital accounts and equity with status reports.
- Provides Managers with monthly comparisons of expenditures and budgets and provides Executive Leadership Team with cashflow projections, multiyear revenue and expense projections, aging receivables (incl. monthly summary of all outstanding loans to projects) and intercompany transfers.
- Works closely with program leaders and staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can better support program operations
- Oversees financing strategies, and banking relationships

Budgeting, Planning, and Policy Development

- Plays financial leadership role in developing corporate strategies and business plans; works closely with Executive Leadership Team and Management Team members on departmental finances.
- Oversees development of budgets for core operations and building operations. Development of real estate budgets a plus.
- Develops long-range forecasts and maintains long-range financial plans

- Works closely with Board of Directors Finance Committee and Audit Committee.

Asset Management & New Asset Acquisitions

Collaborates in the oversight of housing acquisition and re-syndication activities, including:

- Works in coordination with the CEO, Senior Project Manager, VP of Compliance and VP of Property Management to determine the timing for refinancing or re-syndication of existing properties and to determine if properties require re-positioning (i.e., different mixes of subsidies, expansion, or changes in commercial space) to maintain sustainability.
- Works in coordination with the VP of Compliance and of Property Management to determine the rental mix required to take out acquisition financing. Manage funds set-aside for making acquisition deposits and recommend funding amounts needed to expand acquisitions.
- Collaborates on the structuring and administration of corporate and partnership entities
- Oversees completion of regular Capital Needs Assessments and Reserve Analyses
- Monitors the financial performance of NVCH portfolio.

Management and Leadership Responsibilities

- Coordinates/collaborates with the Executive Leadership team (and board) to set strategic direction, vet, and pursue strategic opportunities, and ensure NVCH's long-term financial health. Requires big picture thinking and highly responsive communication with all members of the Executive Leadership team.
- Ensures NVCH is an organization with high morale, collaborative actions, and shared purpose.
- Responsible for the accounting staff develop (via coaching, mentoring, guidance, feedback), and retains the best people.
- Understands the nuances and complexities of leading and motivating a diverse staff with different personalities and work styles.
- Nurtures high levels of staff engagement; leads a culture of empowerment, outcomes, data, and accountability.
- With other senior managers, represents the company to financial partners including financial institutions, investors, foundation executives, public officials, and others

Qualifications/ Experience

The following areas of experience are deemed the minimum requirements for the position:

- At least 5 years' experience at the CFO or equivalent level in a nonprofit organization with a \$5 million budget and multiple operating units.

- Minimum ten years of broad-based business experience.
- Experience with real estate construction and development highly desirable.
- Experience in partnership accounting, public finance, and programs such as low-income housing tax credits and HUD highly desirable.
- Significant working knowledge of nonprofit and real estate accounting.
- Significant working knowledge of affordable housing finance and treasury management.
- Excellent computer skills in word-processing, spreadsheet, and accounting software
Excellent written and oral communication skills.
- Ability to function effectively in a fast paced, multi-cultural and multi-stakeholder environment.
- Demonstrated ability to provide leadership and hold accountability of cross-departmental teams for specific financial results.
- Ability to combine macro strategic, policy and planning perspective with attention to details, controls, and other micro concerns.
- Ability to develop and implement systems, policies, and Procedures for highly efficient and accurate outcomes.
- Experience with non-profit impact measurement preferred.
- Experience in results-based accountability highly preferred.
- Understands computer/software literacy with financial accounting systems Yardi experience preferred.
- Excellent computer skills including word processing, spreadsheets, and a working knowledge of information technology, both existing and emerging.

Education: A Bachelor's degree in Finance, Business or a related field is required. MBA, CPA comparable advanced degree or equivalent experience is highly desirable.

The successful professional will have:

- A Passion for NVCH's mission, reflecting being a mission-driven professional with a belief in and commitment to community development and affordable housing required to build diverse, mixed-income, healthy, vibrant neighborhoods.
- Excellent leadership skills with the ability to make well-reasoned decisions as part of a high performing, excellence-based Executive Leadership Team and in the best interests of the organization for the present and future.
- A leader with unquestionable integrity; willing to listen, ask questions, and be comfortable not having all the answers
- Well-developed organizational skills and attention to detail; ability to prioritize work effectively and adjust to multiple demands
- An understanding of social justice, systemic inequity, and leading with a demonstrated appreciation of diversity, equity, and inclusion; an ease of and aptitude for working in low-income communities of color. Must be willing to be uncomfortable and willing to learn and change.

