



Title: Chief Financial Officer

Department: Accounting

Manager: Paul Calistro, Executive Director

FLSA: Exempt

About West End Neighborhood House:

The mission of West End Neighborhood House is to provide programs, services, support and advocacy when and where they are needed to ensure our families become self-sufficient, and our communities thrive.

West End's team is dedicated to building community awareness and creating an efficient network of services that helps every Delawarean to reach their maximum potential. Staff and volunteers are committed to our values of respect, innovation, support and safety. Programs are built on partnership models based upon collaboration, and respect. Resources are leveraged in a manner that is strategic and cost-effective in order to achieve our mission and goals without duplicating services.

For the past 140 years, West End has expanded its scope of services building on partnerships with over seventy-five organizations to alleviate homelessness, hunger and provide education, training and prevention. West End currently administers more than twenty-five different programs.

The Chief Financial Officer (CFO), oversees financial and accounting operations for WENH including subsidiaries of Bright Spot Ventures (BSV) and Cornerstone West (CSW) the preparation of financial information for internal and external parties, the management of internal controls, joint management of human resource functions and supervisory oversight of the Accounting Team. The CFO is a vital leadership role, requiring the ability to effectively communicate among the executive team and all employees. The CFO will oversee a combined budget of 9 million dollars which includes WENH, BSV and CSW and the finances of 8 program areas.

Primary Responsibilities:

- Prepare WENH financial statements, supporting schedules including variance analysis for monthly and annual financial reporting for internal review and for submission to board of directors.
- Manage entire month-end process for WENH and BSV.
- Interprets accounting results and advises management.
- Manage and develop accounting staff to build an effective team that can accurately execute all transactions and timely close each reporting period.
- Prepare and monitors annual budget.
- Monitoring of cash flow.
- Monitor and review accounts receivables process.

- Monitor and review accounts payables process.
- Monitor and review payroll process.
- Monitor and review human resource functions.
- Manage additions and dispositions of capital assets.
- Analyzes and reviews grant budgets and expenditures ensuring compliance with federal, state, and company policies, procedures, and regulations.
- Analyze general ledgers, and other financial information as needed.
- Manages audit, including preparing reports as needed.
- Assists in the preparation of grant solicitations for agency and subsidiaries.
- Review subsidiary grant submissions prepared by Senior Accountant.
- Provide review and monitoring oversight to subsidiaries in the absence of the Senior Accountant.
- Establish and implements operating procedures to ensure proper internal controls in accounting related areas.
- Various other duties as needed.
- Duties and responsibilities are subject to change at the discretion of executive management.

Physical Aspects of the Position:

Ability to operate office equipment such as a computer, copier, fax, postage machine, telephone; ability to see details at a close range; ability to sit at computer for long periods of time; work in office setting. In addition, if driving a company vehicle on business, the incumbent must be able to meet the physical requirements of the driving class and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications required for this position

- Bachelor's Degree in Accounting
- At least 5 years of experience in public or private accounting
- CPA preferred
- Successful completion of criminal background checks.
- Valid Driver's License

Other Prerequisites:

- 1) Solid acumen in Microsoft Office suite, particularly Excel
- 2) Ability to communicate effectively (oral and written communication) with a wide range of constituents on a variety of topics.
- 3) Ability to work both independently and as a team member
- 4) Ability to exercise sound judgment, solve problems.
- 5) Ability to prioritize and multi-task.
- 6) Ability to adapt to changes.
- 7) Exceptional executive presence, business acumen and presentation skills
- 8) Organizational skills and the ability to prioritize multiple projects

Whom You Will Work With:

This position will interact with staff members, the leadership team and the Board of Directors, and will oversee the Accounting Department.

Benefits:

- Employer contribution to 401k
- Health Insurance with Health Reimbursement Account
- Dental Insurance
- Vision Insurance
- Employer sponsored Life Insurance
- Flexible Spending Account
- Generous Paid Time Off
- AFLAC, Colonial products available
- Paid Holidays
- Great co-workers!

West End Neighborhood House is a cutting edge, non-profit, with 140 years of history-making and social impact in the community. WENH is an equal opportunity employer. Please visit our website, westendnh.org, to learn more about West End Neighborhood House.

If you are interested in this opportunity, please email your resume to:

Paul F. Calistro, Jr.

Executive Director

West End Neighborhood House

pcalistro@westendnh.org