

## **Job Description**

### **Chief Financial Officer**

**Capitol County Children's Collaborative** is a non-profit (501c3) care management organization serving children aged 5-21 with emotional, behavioral, and/or substance abuse challenges or physical, developmental, or intellectual disabilities in Mercer County, New Jersey. We currently serve over 1,000 children and youth.

We are deeply focused on the wellbeing of the children and families in our care. CCCC works to build the emotional strength, confidence, and resilience of children and families to enable them to live out their lives in happiness and with purpose. We believe that children and their families are remarkably resilient and are more than capable of positive growth and development when provided with effective community-centered service and support.

The Chief Financial Officer (CFO) plays a vital role in advancing the organization's mission. As a strategic thought partner and steward of financial integrity, the CFO works closely with senior leadership and the Board of Trustees to ensure that financial resources are aligned with the organization's values and long-term vision.

As a member of CCCC's leadership team the CFO plays an important role in not only managing the ongoing business of the agency but also in contributing to its growth and enacting its long-term vision.

#### **Key responsibilities include:**

- Advance the mission and values of Capitol County Children's Collaborative (CCCC) on behalf of staff, children and families, and system partners.
- Ensures compliance with all State and Federal confidentiality laws including but not limited to the HITEC and HIPAA.
- Attends all CCCC and CSOC required meetings and training including but not limited to monthly staff meetings, CCCC committee meetings, community resource events, Wraparound training, and any other ongoing training deemed necessary by CCCC.
- Develop and oversee the annual budget and multi-year financial plans to ensure that the agency has the resources that it needs to fulfill its mission.
- Oversee the operations of the fiscal department and establish goals and measures that focus on continuously improving the financial performance of the agency.
- Ensures all agency insurance coverage is current and adequate for the organization and recommends changes based on industry standards.
- Collaborate with Human Resources in managing salaries, payroll processing, insurance negotiation, and all other aspects of total compensation, including retirement plans
- Work with the CEO to complete the annual DCF contract renewal including but not limited to development of the Annex A (program description) and Annex B (budget) for the contract year.
- Present timely budget analysis, forecasts, and trend reports to executive leadership and Board of Trustees.

- Work with the CEO and financial advisors to manage the agency's investments and advise the Board of trustees on investment decisions including providing financial forecasting to support financial decisions.
- Lead cash-flow projections, treasury functions, and banking/investment relationships.
- Manage restricted funding from DCF contracts and passthrough funds to ensure compliance and track expenditures.
- Prepare financials and footnotes for audits and work with outside auditors to ensure that they have all the necessary information to complete audits in a thorough and timely manner.
- Ensure adherence to generally accepted accounting principles (GAAP), DCF contract management standards, and all relevant state and federal regulatory standards.
- Oversee internal and external audit processes, risk management, and internal control systems
- Direct Finance, Office Management, Medicaid Presumptive Eligibility, and IT teams; foster mentorship and capacity building.
- Partner with the Leadership team, Program staff, Department heads, and the Board of Trustees on financial implications and strategic planning.
- Serve as finance liaison to the Board of Trustees and Finance Committee; communicate key financial matters in a timely and accurate manner.
- Take the lead in managing relationships and building credibility with auditors, banks, funders, and vendors.

#### **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field; CPA or MBA preferred.
- 5+ years of financial leadership experience in nonprofit organizations
- Deep experience in NJ DCF and/or DOH contract management (or relevant experience in other states) and managing Medicaid fee-for-service billing/CPT codes.
- Experience managing a budget of at least ten million dollars
- A valid US driver's license is required.
- Pre-employment and ongoing background checks and regular motor vehicle record checks are required
- Bi-lingual skills preferred

#### **Benefits and Compensation:**

Competitive compensation with a generous benefits package

#### **How to apply:**

Qualified candidates must submit their resumes along with a cover letter to [execsearch@harmonihhr.com](mailto:execsearch@harmonihhr.com) with "CFO-Capitol County Children's Collaborative" in the subject line.

For additional information about Capitol County Children's Collaborative, visit our website [www.capitolkids.org](http://www.capitolkids.org).