



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Chief Financial Officer (CFO)**
FLSA Status: **Full-time, Exempt**

Reports to: **CEO**
EEO Code: **1**

Overview:

St. Vincent de Paul Louisville is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, community kitchen, supportive housing programs, professional case management, clinical services and retail thrift stores, *we house, feed and support those in need with compassion and dignity* on the path toward self-sufficiency.

Position Summary:

The **Chief Financial Officer (CFO)** provides strategic financial guidance and operational support to the mission of St. Vincent de Paul Louisville. The CFO oversees various support functions (Finance, Human Resources, Information Technology and Thrift Stores). The CFO reports to the Executive Director/Chief Executive Officer and directly assists on all strategic and tactical matters as they relate to support of operations. The CFO is the primary contact for all contractual matters, proposals for new or extended programs, new initiatives and new business development. The CFO serves as an active member of the Executive Management Team helping to develop and implement the organization's strategic plan, mission and vision.

Essential Duties and Responsibilities:

- Works very closely with the Chief Operating Officer and provides support, guidance and advice as it relates to the success of housing and program services
- Supports the ED/CEO in the relationship with the Board of Directors and works closely with various board committee chairs most specifically the Chair of the Finance, Stores and Governance committees
- Works closely with the Director of Accounting and provides oversight of day to day financial and accounting matters
- Participates in evaluating and developing new initiatives specifically by identifying new funding opportunities, the drafting of prospective budgets, and determining cost effectiveness of proposed new initiatives
- Ensures adequate internal controls are in place and operating effectively and that substantiating documentation is approved and available such that all purchases/grants/contracts comply with independent and governmental audits
- Coordinates and oversees competitive bid processes and tracks contract fulfillment to ensure that contractors are paid on the basis of work appropriately completed; maintain records of approved/vetted contractors who are in good standing with the organization
- Oversees the creation of the annual operating budget, working closely with the ED/CEO and Board, presenting for Board approval prior to the start of the fiscal year that the budget relates to.
- Works with the ED/CEO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements
- Oversees the management and coordination of all fiscal reporting activities for the organization including organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets
- Oversees and provides direction to the Thrift Stores division to maximize profits while noting the importance of the stores for brand and mission awareness

- Works closely with the Director of Development and provides appropriate support related to major donor campaigns, data needed for private and corporate grant submissions including reporting requirements, and reporting results against budget
- Oversees and provides direction to Human Resources
- Oversees and coordinates IT function with external service provider
- Oversees banking activities and actively manages cash flow to ensure it meets the organization's needs
- Manages the organization's various liability, property and casualty insurance programs, including ongoing risk analysis
- Serves, along with the Director of Accounting, as one of the primary liaisons with the independent audit firm to ensure the annual audit and applicable tax returns are completed smoothly and in a timely manner
- Participate in Performance Quality and Improvement (PQI) for the organization generating Performance Improvement Plans, assessing and responding to trends in incident reports, implementing annual plan goals and steps and upholding compliance and documentation standards
- Other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of general and not-for-profit accounting and financial reporting standards in accordance with US Generally Accepted Accounting Principles, Government Auditing Standards as well as other Federal regulations, as applicable
- Knowledge of HUD grant regulations and tax credits is a plus
- Ability to oversee a broad range of functions and staff within the organization beyond finance and accounting including human resources, retail thrift store operations and IT.
- An energetic, forward-thinking and creative individual with high ethical standards and the appropriate professional demeanor
- A strategic visionary with sound analytical ability, judgment and strong operational focus
- A well-organized and self-directed individual who can communicate effectively with a broad range of external stakeholders, including regulators, elected officials and donors

Education, Qualifications, Certifications, Trainings, Licenses:

- Bachelor's Degree in relevant field required along with Master's Degree in related field. A combination of education, training and experience that results in demonstrated proficiency to perform the duties of this position may be substituted for the Master's Degree requirement
- CPA or similar credentials a plus
- A minimum of 5 to 7 years of experience in leadership position with a business or organization of similar size
- Successfully pass any required pre-employment background and drug screening
- Valid driver's license
- Proficient computer skills, including Word, Outlook, Zoom and Excel
- Respect for confidentiality requirements
- Commitment to the Mission, Vision and Values of St. Vincent de Paul Louisville

Reporting to this position: Director of Accounting, Director of Stores, Director of Human Resources and liaison of external IT services

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St. Vincent de Paul Louisville will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background and credit check.

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

Apply in person:

St. Vincent de Paul Louisville
1015-C South Preston St
Louisville, KY 40203

Mail cover letter and resume to:

St. Vincent de Paul Louisville
Attn: HR Director
PO Box 17126
Louisville, KY 40217-0126

Cover letters are appreciated.

St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)