



Position Profile

Prepared by Robert Half - Executive Search

Chief Financial Officer

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Company Information

About Us

Catholic Charities has been bringing hope to life in Central Washington since 1949. Catholic Charities Serving Central Washington provides help and creates hope for thousands of people each year regardless of religious, social, or economic backgrounds. Catholic Charities is a 501(c)(3) charitable organization, funded, in part, by the State of Washington, federal contracts, the United Way, fees for service, grants, foundations, and charitable contributions.

Catholic Charities provides a variety of services serving the communities across Central Washington, including behavioral health & counseling, youth & senior services, crisis & homelessness, early education, learning & childcare, pregnancy & parenting, and housing.

Rooted in a Catholic tradition that shapes its core mission of service to all, staff do not need to be Catholic to work for Catholic Charities. We serve all in the community, regardless of their faith. With office locations in Yakima, Wenatchee, Richland, Moses Lake, Omak, and Sunnyside, our multi-family housing sites across Central Washington, as well as services that stretch out to every county east of the Cascade Range, we serve just over 65,000 people annually.

At Catholic Charities, our mission is to bring hope to life. The dignity and uniqueness of each person are at the core of our mission. We are committed to an environment where employees and those we serve are empowered, valued, appreciated, and accepted. We are committed to an inclusive workforce that represents and respects diversity in all its forms and understand that it is a dynamic process. We are committed to evolving and advancing change. We actively pursue a workforce, leadership team, and governing boards that represent the communities we serve.

Mission

Motivated by Christ's love, we bring hope to life, especially for those most in need.

Vision

We envision communities where people are treated with dignity and respect, their basic needs are met, and they are empowered to enhance the quality of their own lives.

Values

- We affirm our faith in God, who calls us to serve.
- We celebrate the uniqueness and dignity of people.
- We nurture children and strengthen families.
- We provide quality services to those in need.
- We serve people of all faiths.

To learn more, please visit: <https://catholiccharitiescw.org/>
Click [here](#) to read our agency's Strategic Plan.

Position Information

The Chief Financial Officer oversees the development, implementation, and maintenance of financial controls, accounting policies and procedures, budgeting, fiscal reporting functions, strategic financial plans, and cash management for Catholic Charities (CC) and Catholic Charities Housing Services (CCHS). This position also serves as a member of the Catholic Charities Executive Leadership Team, Senior Leadership Team, and serves as the primary staff person for Catholic Charities and Catholic Charities Housing Services' Finance and Audit Committees.

Compensation includes a base salary between \$180,000 - \$225,000 (DOE) + \$30,000 signing bonus plus benefits that include medical/dental/403(b) and more.

Key Responsibilities

- Establishes and implements sound financial and accounting policies and procedures within Catholic Charities and Catholic Charities Housing Services.
 - Develops, maintains and oversees the forecasting of long-range Catholic Charities and CCHS financial position including cash flow, revenues and expenditures, and management of agency assets. Evaluates the financial forecast for reasonableness and viability as a forecasting, predicting and decision-making tool.
 - Maintains and monitors CC and CCHS indebtedness to assure full and timely compliance with all policies and best practices.
 - Actively manages the cash flow of the organizations.
 - Appraises and evaluates the results of overall financial performance regularly and systematically, and reports these results to the CEO, Finance Committee and the Catholic Charities Trustees and CCHS Board of Directors.
- Oversees the budgeting process, guidelines and tools for Catholic Charities and CCHS.
 - Effectively communicates with the President, Catholic Charities Vice President and CCHS Vice President and Director and Finance Committees in making decisions regarding overall budgeting assumptions, allocation priorities and the use and stewardship of assets.
 - In collaboration with the Controllers, provides support and training for the Senior Leadership Team, Directors, and Program Managers with budget responsibility.
- Serves as a key participant in strategic planning, fiscal planning, and visioning for the Agency. Ensures that there is full commitment by the finance team to the strategic plan, goals and objectives.
- Provides financial statements and analysis to the Finance Committees of Catholic Charities and CCHS. Performs financial analysis of major decisions which may have significant impact on the financial health of the organizations.
 - Secures approval from the finance committee and Boards on any capital or unbudgeted expenses beyond the threshold of CEO approval.
- Convenes the Senior Accounting Staff of Catholic Charities and CCHS on a regular basis to provide support and/or training, identify system-wide issues and implement

department or agency tasks and work plans. Identifies opportunity for transformational change through proactive performance improvement and innovation.

- Assures the implementation of all insurance requirements and appropriate risk management procedures to help ensure that potential risk is minimized. The CFO also interfaces with the Catholic Mutual Group and CC General Counsel on matters involving insurance group coverage.
- Oversight of investment portfolio, risk tolerance, and returns in compliance with Agency Investment policy.
- Reviews all new Catholic Charities contracts, leases and agreements for financial and compliance viability
 - Negotiates Managed Care and other contracts including state or federal entities.
 - Assures that all Federal, State, and Local filings are completed and filled on a timely basis.
- Maintains professional skills and awareness of regulatory changes, compliance issues, innovations and developments in financial management through internal and external training/continuing education opportunities. Ensures compliance with all regulatory requirements and federal, state and local laws and stays abreast of industry trends and best practices.
- Oversees the annual independent audits for CC and CCHS.
- Supervises and oversees direct reports including and not limited to: Catholic Charities Controller, CCHS Controller, Procurement Manager, and other designated staff.
 - Completes annual performance evaluations.

Candidate Profile

Education and Certification/License Credentials

- Bachelor's degree in Accounting, Finance, Business Administration or related degree from an accredited college or university, required
- Master's degree preferred
- CPA required
- Valid Washington State driver's license and required minimum liability insurance for WA State
- Must be deemed insurable as determined by Catholic Charities insurance liability provider

Functional Competencies

- Minimum of ten years' experience with progressive increasing responsibilities and leadership, preferably in not-for-profit organization
- Detailed knowledge of GAAP and Federal Contract guidelines
- Ability to lead diverse work teams, develop Agency wide strategies and partner with CEO and Finance Committee/Boards
- Strong negotiation and coaching skills
- Develop financial statements and analysis for the Boards

- Ability to define problems, collect data, and draw valid conclusions to direct the finances of the organizations
- Sound leadership skills and knowledge of not-for-profit finances, including affordable housing and behavioral health services

Leadership, Management and Personal Characteristics

- Demonstrates integrity, maturity, initiative, and sound judgment
- A hands-on financial executive with the demeanor, business maturity, patience, intellect and integrity required to establish immediate credibility with a highly diverse organizational staff
- Optimizes the value of collaboration across the company; shares ideas and best practices
- Strong people leadership; mission-focused and skilled with developing relationships and mentoring staff
- Exceptional communication & listening skills. Possesses the ability to communicate vision and turn concepts into actionable plans
- A forward-thinking, honest, creative and decisive individual with a “big picture” perspective and track-record of exercising good judgment
- Possesses strong time management skills, is detail-oriented, articulate and thrives in a fast-paced environment
- Sets high standards of performance and consistently meets them
- Effectively develops people and strengthens the organization, rewarding learning and self-improvement

The following requirements are those that are normally required for the performance of a Chief Financial Officer. Any disabled applicant who does not meet one or more of the requirements, but who can perform the essential functions of the job (with or without reasonable accommodations) shall be deemed to meet these requirements.

Physical Requirements

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work requiring low physical exertion, talking, and hearing on a regular basis to perform the job requirements. These physical demands are required up to 80% of the time.

Employment is conditional upon being cleared by criminal background check and fingerprinting when required.



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