

Cooperative for Human Services

Chief Financial Officer

Lexington, Massachusetts, USA



Background

Cooperative for Human Services was founded in 1981 and is a private, non-profit, human services organization devoted to providing programs and services for adults with disabilities and their family members.

CHS provides residential, day supports, family support, and individual support services in over 40 eastern Massachusetts communities and provides corporate guardianship services throughout Massachusetts. Cooperative for Human Services' team of dedicated staff and clinicians focus on partnering with each person served and their family to design services that foster personal growth, self-actualization, and inclusion in the community.

Cooperative for Human Services serves nearly 200 individuals in 50 staffed residential homes, 150 in independent living apartments, and provides guardianship services for another 100 individuals.

You can learn more about Cooperative for Human Services at their website:

<https://cooperativeforhs.org/>

Position

The Chief Financial Officer manages and oversees Cooperative for Human Services' finances, assets, and all related systems and practices. The CFO directly supervises the controller and supports all employees of the business office. This position will prepare the annual budget, generate routine financial reports for executive and program leadership, and manage the negotiation and execution of contracts with the Executive Office of Health & Human Services of the Commonwealth of Massachusetts. The CFO will further the organization's digital transformation, and regularly evaluate financial processes and procedures, making recommendations for improvements as necessary.

Reporting to the CEO, the Chief Financial Officer will work closely with other members of executive leadership team as an officer of the organization.

Responsibilities

Financial Leadership

- Lead the planning, organizing, reporting and directing of key financial office functions including supervising the Controller and other business office staff.
- Lead the development and administration of all financial and administrative policies and procedures. Support the Controller in the monitoring of all procurement and expenditure procedures.
- Develop the annual budget in collaboration with the President/CEO and other senior executive staff.
- Oversee cash management and forecasting, ensuring adequate cash for

operational and capital purchasing needs.

- Communicate accurate statistical, operational, and written financial reports on a monthly, quarterly, and annual basis to the President/CEO, senior executive staff, and program management.

External Partner Management

- Manage the negotiation and execution of agency service contracts with the Commonwealth, funding sources, vendors and collaborative service providers.
- Manage relationships with banking partners to ensure financial needs are met.
- Manage relationships with insurance partners for all property, liability, and employee benefits coverages.

Financial Reporting, Record Keeping, and Compliance

- Oversee data integrity and maintenance of all accounting systems and records including on-time financial reporting, data storage and security, hardware, software/applications, etc. for sound financial control and regulatory compliance.
- Regularly evaluate effectiveness of financial systems and processes and make recommendations for improvements as necessary.
- Attend and participate in Board of Directors meetings, present financial reports, and report on financial condition and plans for the organization.
- Coordinate annual audit and UFR preparation with the Controller and outside audit firm.
- Act as the 403b Plan Administrator and ensure compliance with all applicable regulations and overseeing the audit of the 403b Plan.

Organizational Leadership

- Promote and protect the rights and dignity of each person served and extend these rights and dignities to family members and guardians.
- Collaborate with other senior executive staff in coordinating and managing the relations and purchasing of vital services including Vehicle Fleet Management and computer/communications services.
- Commit to organizational quality initiatives and licensing regulations by actively participating in management meetings, serve on assigned internal improvement and development committees.
- Safeguard the confidentiality of persons served, CHS employees, proprietary business practices, donor relationships and other strategic information.

Qualifications

- Master's Degree in business, administration, management or similar.
- 5+ years of senior leadership experience, preferably in a non-profit, human service organization.
- Demonstrated success leading a team of finance and accounting professionals.
- Familiarity with the contracts process of the Executive Office of Health & Human Services of the Commonwealth of Massachusetts.
- Experience in digital transformation and change management, preferably with implementing an EHR system.
- Detail-oriented.
- Collaborative across teams and departments.
- Flexible, able to switch tasks quickly and seamlessly.
- Willingness to dig into the day-to-day work, never says "that's not my job."
- Resourceful, able to efficiently deploy resources.
- Highly ethical, with a strong sense of integrity.
- Commitment to Cooperative for Human Services' mission of providing programs, services, and support to individuals with disabilities and their families.

Compensation

The salary range for this position is \$150,000-\$170,000 based on experience, plus benefits which include:

- 4 weeks of paid vacation time, 32 hours of personal time, and 80 hours of sick time.
- 11 paid holidays
- Medical, Dental, and Vision; Health Care FSA; 100% employer-paid Life and AD&D; Fitness Reimbursement through the Medical provider
- 403b retirement plan. Employer match begins after one year of service and consists of a 50% match of contributions up to 4%.
- Company vehicle, gas card, vehicle insurance and maintenance fees
- Company laptop and cell phone provided

This position description is based upon material provided by Cooperative for Human Services, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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