



Chief Financial Officer

About HELP USA

HELP USA is one of the nation's largest homeless services providers and low-income housing developers serving at-risk populations including families, veterans, survivors of domestic violence and other people facing homelessness. Our mission is to provide housing and supportive services that enable the homeless and people in need to become and remain self-reliant. We see housing as the beginning of a community-building effort, not the end-point. And we envision a world where safe and stable housing is a starting point for everyone.

Since opening our first homeless shelter in New York in 1986, HELP USA has grown into a national organization that develops and manages permanent supportive housing, operates shelters, and runs homeless prevention programs. With an annual operating budget over \$125 million, we currently serve nearly 25,000 people per year and provide 4,000 units of permanent and transitional housing in over 50 programs and residences across six states. As part of our 30-year commitment to families and individuals in need of safe, stable homes, we continue to grow on a steady trajectory.

Position Overview

As leader of the HELP USA Finance Team and a key member of the Executive Team, the CFO will manage a team of 27 and oversee all financial activities including control, treasury, budgeting, risk management, and procurement. We're looking for someone who will bring innovative ideas and financial best practices to support the development of a financial strategy and organizational infrastructure required to advance to the next level of sustainability and impact. This is an outstanding opportunity for a proven financial leader to apply their expertise toward HELP USA's vision of a world without homelessness.

Responsibilities will include:

Organizational Leadership

- Inspire, motivate, and lead a Finance Team of 27 in the execution of all financial functions and manage, mentor, and coach six direct reports to ensure individual growth and success.
- Identify opportunities for the finance team to continue to build strong relationships across the organization and establish the team as collaborative and focused on customer satisfaction.
- Serve as a thought partner and member of the Executive Team in setting organizational vision and strategy.
- Maintain and promote development of an environment in which finance and program are aligned, integrated and transparent with each other, and both are working to achieve mission success.

Financial Management and Oversight

- Ensure that end users of financial information receive relevant and useful financial reports, forecasts, and cash flow analyses on a timely basis to enable use in decision making and facilitate senior management's monitoring of programmatic fiscal performance.
- Review current financial systems and processes – recommending and overseeing changes and enhancements that will further our efforts to generate information efficiently and economically.
- Maintain key banking and investment firm relationships, and develop new relationships as appropriate.
- Identify existing and potential risks involving the company and ensure appropriate insurance coverage as well as compliance with insurance requirements of all contracts and regulations.
- Direct oversight of the company's tax accounting and audit activity and ensure that the company's tax returns and audit reports are filed in a timely manner.
- Ensure that fiscal policies and procedures comply with requirements of funders and regulatory agencies.

External Relationships

- Serve as HELP USA's primary liaison on all financial matters with the municipal, state, and federal agencies that provide the majority of HELP's funding.
- Collaborate with the CEO to advocate with funding agencies for reasonable and timely contract renewals and payment practices.
- Establish and maintain relationships with CFOs from peer organizations and with relevant trade organizations such as Homeless Services United, Supportive Housing Network of New York, Human Services Council, etc.
- Play a leadership role in policy and advocacy efforts on issues that impact HELP's financial performance.

Planning

- Take a leadership role in strategic and financial planning for the organization, collaborating with other senior staff to develop both short-term and long-range strategic and financial goals and to assess the financial implication of new programs and ventures.
- Work in partnership with the Chief Operating Officer and SVP Program Development to explore and secure new sources of public and private funding.
- Lead and implement the annual budgeting and planning process, including interim updates and interpretation of financial results against planned performance.

Reporting Relationships

The Chief Financial Officer reports to the President and CEO, oversees a team of 27 through six direct reports, and is a key member of the seven-person Executive Team.

Requirements

- Bachelor's Degree in Accounting or Finance; MBA and/or MPA a plus.
- CPA and significant financial management experience. Nonprofit experience is welcome but not required.
- Experience working with government contracts required, with New York City government contract experience a strong plus.
- Track record of building and leading effective teams and coaching/developing others to maximize their potential
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

For further information contact:

Susan Landon
Director of Talent Acquisition
slandon@helpusa.org
212-400-7012