



# CHIEF FINANCIAL OFFICER

## EXECUTIVE RECRUITMENT

Conducted by



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## THE ORGANIZATION

St. Joseph Center (SJC) is a 501(c)(3) non-profit organization whose mission is to provide working poor families, as well as homeless men, women, and children of all ages with the inner resources and tools to become productive, stable, and self-supporting members of the community. SJC was founded by two Sisters of St. Joseph of Carondelet in a small storefront on Rose Avenue in 1976. From the beginning, the Center has served those in need without distinction and without precondition. Though separately incorporated in 1987, SJC retains an affiliation with the Sisters as a sponsored institution.

Since its founding more than four decades ago, St. Joseph Center has grown into a multifaceted organization. Each year SJC reaches over 10,000 people through more than 25 programs throughout LA County. With a staff of nearly 300 and more than 400 regular dedicated volunteers, St. Joseph Center helps people get back on their feet so they can live their healthiest, happiest lives.

St. Joseph Center has offices on the Westside, where they lead the Coordinated Entry Systems for Individuals and for Families, and in South LA, Downtown Los Angeles, and Southeast LA County (Whittier). SJC also provides supportive services to formerly homeless individuals and families in subsidized apartments and housing developments across the region.

SJC's program services are organized into four pillars of service: Outreach & Engagement, Housing, Mental Health, and Education & Vocational Training. These services provide clients a coordinated and comprehensive web of services designed to make sure that no one falls through the cracks. They are designed to be integrally related and supportive of one another, so they form a seamless continuum that helps people rebuild their lives. The diversity of SJC's programs is among their greatest strengths.

Recognizing the dignity that every person possesses is the cornerstone of St. Joseph Center's approach. SJC works to advance social and economic equity through both their promotion and hiring practices. SJC is an inclusive, diverse force for change. Staff and volunteers make every effort to provide a welcoming, safe place where all people are treated with compassion and respect. Within this supportive environment, St. Joseph Center clients can move from poverty to stability.

Hope is embedded in St. Joseph Center's DNA.

## THE POSITION

The Chief Financial Officer (CFO) is a member of the Executive Team and oversees the fiscal operations of St. Joseph Center, including all accounting, budgeting, and reporting, both internally and externally. The CFO serves as the strategic financial partner to the Chief Executive Officer and SJC's executive team providing leadership in financial strategy, and sustainability. The CFO manages critical control over cash flow and maintains the integrity of multiple funds through strong budgetary procedures and creative and timely financial reporting.

The need for St. Joseph Center's services has never been more critical than during this time of crisis (COVID 19 pandemic) and the CFO plays a crucial role in the strategic decision making and operations as SJC continues to expand its service delivery footprint and impact.

The CFO oversees a team of 11 dedicated and mission driven finance professionals and ensures proper staffing levels are maintained to support the fiscal operations of SJC. The CFO oversees SJC's total operating budget of \$39 million. SJC's funding sources are predominantly from 30 government agency contracts including: the Los Angeles Homeless Services Authority, the Department of Mental Health and the Department of Health Services. A portion of SJC's funding comes from private donors including a cadre of foundations. The position works closely with the Chief Executive Officer to support the fiduciary and organizational compliance responsibilities of the Board of Trustees.

As part of becoming familiar with how the department operates the CFO's priorities include:

- Assess current practices and financial policies and, where necessary, streamline and find operational efficiencies and collaborate with staff to implement new practices.
- Spend time with the COO and CEO to totally understand the nuances of the agencies funding, contracts, and compliance needs.
- Spend considerable time getting to know and build rapport with the finance department team and key internal stakeholders, the existing culture and organizational climate.
- Become established as a trusted business partner and understand how finance can support the work and organization.

The CFO's essential duties and responsibilities include:

- Preparation and oversight of SJC's annual budget for approval by the Board of Directors.
- Documenting and maintaining systems of internal controls to ensure proper and effective financial recording and reporting.
- Maintaining an accounting and reporting system to provide reporting in compliance with requirements of Public Contract Agencies and Generally Accepted Accounting Principles (GAAP).
- Establishing and maintaining effective monthly financial reporting with the Center's Directors and Program Managers to ensure they have the appropriate financial information to effectively manage their programs.
- Serving as SJC's liaison with the outside auditing firm to perform the independent review and reporting on the Center's operations in accordance with GAAP.
- Reviewing and filing of the SJC's Federal, and State tax returns.
- Procuring and maintaining proper levels of liability insurance to minimize the exposure to risk of loss to SJC.
- Maintaining competitive employee benefits.
- Establishing and maintaining banking and investment firm relationships.
- Establishing and maintaining an effective staff development program and cross-training of finance staff members.

- Ensure that all finance staffing decisions such as hiring, training, promotion, performance, and evaluations are performed with strict adherence with EEO guidelines and with the SJC's goals for racial equity.
- Other duties as required by the CEO and/or the Board of Directors

## **THE IDEAL CANDIDATE**

The ideal candidate will be a mission driven, people centered and experienced financial executive leader with demonstrated experience leading a team to create a best in class financial organization. The CFO will have the proven ability to build/manage budgets that have complex contractual priorities. The successful candidate will be a team focused and outcome driven leader with a strong background in all aspects of government financial management. Candidates must possess a strong track record for establishing operational and financial excellence and providing outstanding financial services to internal and external customers. SJC is highly interested in a CFO who will be a business partner to the program operations and a nurturer of staff, guiding them to the next level of financial services delivery that is synonymous with the growth of SJC. Experience with and knowledge of LA County Department of Mental Health contracts is highly desirable.

The successful candidate will possess the following attributes:

- A winning blend of intelligence, passion for excellence, empathy for others, integrity.
- Financial management with organizational growth experience and specific expertise in financial planning and analysis.
- Big picture understanding of finance and a creative thinker around systems that create organizational efficiencies.
- Strong interpersonal skills with the ability to interact comfortably with the full spectrum of constituents.
- Transparent communicator who keeps all stakeholders informed of the organization's financial health and status.
- Skilled at translating complex finance and accounting principles to a non-finance audience.
- Demonstrated experience fostering workplace equity and diversity.
- Ability to anticipate problems and provide smart, creative, fully formed, and defensible solutions.
- Strong entrepreneurial mindset with a consultative intellectually curious approach.
- Diplomatic, strong EQ and service oriented.

## **CANDIDATE QUALIFICATIONS/EXPERIENCE**

### **Required**

- 8-10 years of experience with at least 4 years' experience as an Assistant Director or Director of Finance
- Computer skills and experience with Microsoft Office specifically Advanced Excel, and working knowledge of automated G/L systems

- Experience with cost reimbursement and fee for services contracts
- Experience in fund accounting principles for non-profits.

**Preferred**

- Experience working for a non-profit or human services government agency
- Experience with Government Contract reporting
- Experience with Los Angeles County Department of Mental Health billing
- CPA and/or MBA

**Education:**

- Bachelor's Degree in Accounting or Finance

**COMPENSATION AND BENEFITS**

St Joseph Center offers a competitive salary and employment benefits package commensurate with qualifications and experience.

The position is open until filled. First consideration will be given to applications received by **October 16, 2020**. To apply for this outstanding opportunity, please electronically submit your resume and a cover letter of interest to The Hawkins Company: [SJC.CFO@thehawkinscompany.com](mailto:SJC.CFO@thehawkinscompany.com). The letter of interest should outline why you are interested in joining SJC and your relevant accomplishments.

Confidential inquiries are encouraged and can be directed to: Ms. Brett Byers, 323-403-8279, [brett@thehawkinscompany.com](mailto:brett@thehawkinscompany.com) and/or Mr. Cary Jordan, 718-753-4008, [cary@thehawkinscompany.com](mailto:cary@thehawkinscompany.com).

*SJC (St. Joseph Center) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetics or status as a veteran. In addition to federal law requirements, SJC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*