



POSITION DESCRIPTION

Chief Finance Officer (CFO)

ABOUT URBAN TRIAGE, INC.

Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities.

Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this by meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work. The Marketing Director will contribute to the planning and implementation of strategic and product marketing while leading business development initiatives to support the mission and vision of Urban Triage by expanding awareness, engaging the public, attracting new audiences, developing marketing, building market share, generating leads in all markets and increasing overall profit contribution throughout the organization.

The Chief of Finance Officer is responsible for directing and overseeing the financial activities of the organization, directing the preparation of current financial reports and summaries, and creating forecasts predicting future growth. Reporting directly to the CEO, the CFO provides accounting, budgetary, operational, and programmatic support to all organization programs and activities. The CFO directly oversees and supervises the financial/accounting staff and other departments as directed by the CEO. The CFO is the primary agency contact for all contractual matters, proposals for new or extended program proposals, and new business development. The CFO serves as an active member of the Executive Management Team helping to develop and implement the organization's mission and vision.

JOB DUTIES

Financial Management

- Directs the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports.
- Oversee cash flow management
- Develop and manage budgets
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for the board of directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
- Manage one full-time accounting administrator; hire and retain support staff as needed in the future.
- Coordinate all audit activities
- Generating Invoices
- Managing Expenses
- Classifying Expenses in Quickbooks
- Logging donations and revenue in donor database (Keela)
- Streamlining systems and processes for documenting checks in and out
- Paying expenses
- Working in collaboration with the CEO and Director of Fund Development on the annual budget and all reporting associated with it.
- Working in collaboration with the board of directors to provide monthly financial reports and statements.
- Working in partnership with CPA to ensure audit readiness as well as reconciling Credit Card Statements, Stripe, Keela, Donations, etc.
- Reconciling billpay.com
- Entering payroll in Quickbooks and reconciling it/classifying it to the appropriate department/grant.

Administrative Leadership and Management

- Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.
- Lead Urban Triage's technical staff to design an IT plan for the future and implement it successfully to meet IT needs (hardware and software) as the organization grows.

- Manage the organization's infrastructure and offices with assistance from two office managers.

Program Recipient Management

- Develop successful and trusting relationships with the program recipients and create and sustain an environment at Urban Triage that supports these relationships.
- Teach/facilitate classroom activity approximately three hours per week, and serve as an advisor for approximately five program recipients (required of all Urban Triage staff).

SKILLS REQUIRED

Experience & General Requirements

The Chief of Operations will have at least five to eight years of professional experience, including managing the finance and administration of a high-growth \$10 million to \$20 million organization (preference given to nonprofit experience). They will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

- Proven work experience as CFO, preferably in a nonprofit organization.
- Excellent knowledge of data analysis, risk management, and forecasting methods.
- Hands-on experience with accounting and financial management software
- Analytical and organizational skills
- Ability to explain financial terms in simple language
- Ensure all financial operations comply with federal and state laws.
- Genuine interest in our mission
- Familiarity with the way nonprofit organizations are structured
- Excellent management and supervisory skills.
- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of

- creating efficiencies, and guiding investment in people and systems
- Proven effectiveness leading professionals in finance and accounting
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to Urban Triage's mission.

DISCLAIMER

The job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

COMPLIANCE REQUIREMENT

- This job adheres to the ethical and legal standards and behavioral expectations as set forth in the code of business conduct and company policies. As a component of job responsibilities, employees may have access to covered information, cardholder data, or other confidential information that must be protected at all times. In connection with this, all employees must comply with both the Health Insurance Portability Accountability Act of 1996 (HIPAA) as described in the Notice of Privacy Practices and Privacy Policies and Procedures as well as all data security guidelines established within the Company's Handbook of Privacy Policies and Practices and Information Security Policy. Furthermore, it is every employee's responsibility to comply with the company's Code of Business Conduct. This includes but is not limited to adherence to applicable federal and state laws, rules, and regulations as well as company policies and training requirements