



Job Announcement

Title: Chief Financial Officer
Department: Finance
Reports To: Chief Executive Officer
Status: Exempt

Shanti Project (Shanti) is a nonprofit organization that builds human connections to reduce isolation, enhance health and well-being, and improve quality of life for local community members. Through comprehensive, continuum-of-care programs, including in-home and onsite care navigation, emotional and practical support, and services to preserve the human-animal bond, Shanti strives to enhance the lives of aging community members and those living with terminal, life-threatening, or disabling illnesses or conditions.

POSITION SUMMARY: The Chief Financial (CFO) manages financial resources to build the sustainability of Shanti's work and mission, works collaboratively to ensure organizational goals are met, and builds relationships across the organization to drive communication, align actions, and ensure fiscal best practices and spending policy compliance. In partnership with executive staff leadership, the CFO envisions, builds, and implements annual and long-term financial plans with the Board and staff. The CFO leads all financial administration, reporting, analysis, budgeting, expenditure and internal controls, policies and procedures, compliance, risk management, and auditing activities. The CFO also leads the organization's administrative responsibilities, in collaboration with the CEO, including Human Resources (HR) Information Technology (IT), leasing and asset management, and legal compliance. The CFO is an officer of Shanti.

PRIMARY DUTIES & RESPONSIBILITIES

- Develop and maintain annual financial plan, including operating and capital budgets. Provide financial leadership to officers, directors, and staff that will create ownership of goals, build budget management skills, and support leaders in meeting net agency projections.
- Serve as a member of the Executive Team to develop and implement agency-wide policies and procedures, short- and long-range goals, objectives, and plans.
- Lead the day-to-day accounting and finance functions to ensure timely and accurate financial records and business continuity, including trial balance and other ledgers, bank records, and reporting systems. Ensure compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, Office of Management and Budget audit requirements, and Shanti's internal policies and procedures, as well as internal safeguards to facilitate annual financial and A-133 audit coordination and timely completion.
- Provide executive leadership for Finance and Information Technology (IT), and in collaboration with the CEO, lead Human Resources. Help ensure organizational resources, systems, and operations align with the agency's strategic goals, mission, and regulatory requirements. Directly supervise accounting, IT, and HR functions.
- Oversee enterprise risk management, including financial controls, cybersecurity, data privacy, and organizational policies to safeguard organizational assets and ensure regulatory compliance. Work collaboratively with the CEO to ensure compliance with legal and regulatory requirements, including employment, labor, and reporting.
- Manage all financial, program and grants accounting, and ensure that expenditures are consistently aligned with approved budgets throughout the funding period for government, corporate and foundation grants. Work with programs to strengthen management understanding and compliance with grant and contract requirements and timely fiscal spending reviews.
- Consistently analyze financial data and present financial and HR reports in an accurate and timely manner to executive leadership and the Board of Directors. Communicate monthly, quarterly, and annual financial statements, facilitate P&L completion and distribution, and conduct forecasts. Conduct periodic and comprehensive reviews of HR materials, oversee employment legal matters and labor relations concerns, and

ensure development of needed competencies internally in collaboration with the CEO. Work with outside legal counsel as needed for employment, labor, and other matters.

- Serve as staff liaison for the Board Finance Committee and prepare and present reports to this committee and the full Board of Directors.
- Ensure that systems and processes related to finance are kept up to date and in compliance with legal regulations and best practices. Conduct annual internal control risk assessment, grant compliance review, and updates to policy and procedures manual.
- Manage the annual renewal of insurance ensuring compliance with contracts and adequacy of coverage to minimize risk. Oversee the development, review, and compliance of organizational HR and finance policies in accordance with insurance and legal requirements.
- Other duties as assigned.

CORE COMPETENCIES

- Ability to lead financial and administrative responsibilities with competency, emotional intelligence, and the highest level of ethics.
- Skilled in financial planning and budgeting, asset management, and investment strategies.
- Ability to create collaboration across functional areas and help non-finance staff and leaders understand key concerns, risks, and opportunities.
- Solid contract negotiation skills and ability to secure favorable leases, contracts, and other agreements.
- Experience making recommendations for organizational changes based on current community and organizational needs and resources.
- Ability to employ conflict resolution and de-escalation tactics and hold difficult conversations with employees and management staff.
- Exceptional interpersonal skills with the ability to supervise and support a diverse team with a high level of emotional intelligence (EQ) and commitment to equity and inclusion, as well as interact professionally across all parts of the organization.

QUALIFICATION/REQUIREMENT: We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills, and experience as possible:

- Bachelor's degree in accounting, or related field; Masters in accounting preferred.
- Minimum of eight (8) years nonprofit financial management experience required, including five (5) years in a senior management role.
- Certified Professional Accountant (CPA) preferred but not required. A background or certification in HR or other administrative function a plus.
- Knowledge of City, State, and Federal contact budgeting required.
- Knowledge of not-for-profit accounting and financial regulations and procedures required.
- Personal commitment to the mission and values of Shanti.

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary of \$150,000 - \$180,000 (depending on experience) and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and an optional Teledoc plan. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti promotes a culture of self-care for all our employees. This position is primarily an office role, with a current hybrid policy in place to allow for up to two (2) days of remote work. This policy may be changed at any time, and ability to participate in the hybrid schedule depends on job duties and current responsibilities. . In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive two (2) personal days annually as well as 16 paid holidays.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job requires extensive time sitting and working at a computer.

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates of all backgrounds. We also will consider for employment qualified applicants with arrest and conviction records.

APPLICATION PROCESS: Applications will be accepted on a rolling basis, and therefore early submissions are encouraged. Due to the anticipated volume of applicants, we regret that we will not be able to respond individually to every applicant. No phone calls, please. To apply, please send a resume and a cover letter outlining interest in the position to HR@shanti.org.

