



## JOB DESCRIPTION

<b>TITLE:</b>	Chief Financial Officer
<b>CLASSIFICATION:</b>	Full-time/Exempt
<b>IMMEDIATE SUPERVISOR:</b>	CEO
<b>SCHEDULE:</b>	8:30 AM – 5:00 PM
<b>PROGRAM/DEPARTMENT:</b>	Administration/Fiscal
<b>SALARY:</b>	\$220,000 Annually

### SUMMARY OF POSITION RESPONSIBILITIES:

Westside Community Services is seeking an accomplished, strategic, and results-driven Chief Financial Officer (CFO) with a proven track record of financial leadership in public and behavioral health.

The CFO will serve as a key member of the executive leadership team, overseeing all financial operations, strategic planning, and fiscal compliance. The ideal candidate possesses strong analytical skills and the ability to operate seamlessly at both strategic and tactical levels. We are looking for a decisive leader who excels at managing growth and organizational change, prioritizing effectively, and driving meaningful fiscal outcomes.

### KEY RESPONSIBILITIES:

1. Provide comprehensive financial management and oversight for an operating budget exceeding \$30 million, encompassing Federal, State, and local government funding, as well as private contracts and grants.
2. Develop agency's annual budget plan and proactively address operational issues related to meeting budgetary targets.
3. Prepare and present monthly financial statements, forecasts, and analyses to the CEO.
4. Prepare comprehensive financial reports to the Board of Directors on a quarterly and annual basis.
5. Establish internal control systems and ensures compliance to financial policies and procedures to ensure strict adherence to financial policies, procedures, and regulatory standards.

6. Manage the annual independent audit, pension plan audit, compliance audits as well as all Federal, State and local government tax filings.
7. Prepare all new contract proposals and contract renewals with the City and County of San Francisco and other funding agencies.
8. Develop funding strategies to support new programs and services.

## **QUALIFICATIONS:**

1. Education: BA/BS degree in Business Administration, Finance, or Accounting from an accredited college or university. CPA professional license is highly preferred.
2. Core Accounting Experience: 5 to 7 years of full-time experience as a professional accountant, with deep expertise in non-profit accounting and auditing principles.
3. Leadership Experience: A minimum of 3 years of accounting supervisory experience in a non-profit behavioral health setting.
4. Contract Expertise: Proven, hands-on experience managing government contracts within Human Services (specifically with City/County funding mechanisms).
5. Technical Skills: Proficiency with Blackbaud Financial Edge, Sage Intacct, MIP Fund Accounting or AccuFund Accounting Suite financial software is highly preferred.
6. Flexibility: Ability to perform other job-related duties as assigned to support organizational needs.

**APPLICATION DEADLINE:** Open until filled.

**APPLICATION PROCESS:** Send Resume and Cover letter to Mary Ann Jones, Ph.D., CEO at [mjones@westside-health.org](mailto:mjones@westside-health.org). No recruitment agencies please.

Westside Community Services does not accept unsolicited resumes from search firms or staffing agencies. Any resume submitted without a signed agreement in place will be considered the property of Westside Community Services, and no fee will be paid in the event of hire.

Westside Community Services Is an Affirmative Action, Equal Opportunity Employer