

## Athelas Institute, Inc. – Chief Financial Officer (CFO)

Athelas Institute is seeking an accomplished individual to serve as its Chief Financial Officer (CFO). The ideal candidate will have experience with running financial operations in the nonprofit sector and ideally with finance/accounting experience in the health and human services field. The CFO will have overall managerial responsibility for Athelas's accounting and budgets, while also supporting operations and programs. The CFO will have primary responsibility for all contractual matters and will serve as part of the Executive Management Team. Candidates must have proven experience managing the financial and accounting departments for a similar nonprofit, health and human services agency, or in the behavioral health sector. The CFO will carry out all executive duties and responsibilities which are listed in the full position description below.

### Organization Overview:

Since 1976, Athelas Institute has provided quality service to the Intellectually/Developmentally Disabled (I/DD) community in the Greater Baltimore region. Through programs run by a compassionate, committed, results-oriented team of direct support professionals, therapists, and administrators, Athelas has earned the reputation as a leader in providing exceptional service to the I/DD population.

Headquartered in Columbia Maryland, Athelas maintains facilities in Howard and Baltimore counties. The mission of the organization is to provide opportunities for growth and personal accomplishment to individuals with Intellectual and Developmental Disabilities complemented by quality services and meaningful community engagement. The ultimate goal is to assist clients to lead healthy, productive, independent and fulfilled lives.

### Job Description

#### Summary:

The Chief Financial Officer (CFO) is responsible for all aspects of the financial operations for the agency. Reporting directly to the Chief Executive Officer (CEO), the CFO provides accounting, budgetary and operational support to all agency 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 programs and new business development. The CFO serves as an active member of the Executive Management Team helping to develop and implement the agency's mission and vision.

## **Essential Duties and Responsibilities:**

- Oversee the day to day accounting and financial operations of the agency.
- Develop budgets for the agency as a whole, individual programs and new/proposed/expanded services, including the preparation of budget revisions as needed.
- Prepare, analyze and present monthly financial reports for the agency, its programs, and activities.
- Provide financial reports and report issues to the CEO and Board of Directors.
- Oversee and review the preparation of all program financial reporting required for funding sources.
- Manage the integration of billing information from the iCare system into the LTSS accounting system. Oversee the receipt of funds from this billing.
- Provide day to day financial management of the Athelas investment funds and operating accounts.
- Oversee the agency's banking activities and actively manage cash flow to ensure it meets agency needs.
- Manage the negotiation and execution of agency contracts with funding sources, vendors and collaborative service providers.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures and needed to maintain compliance while maximizing operational and financial results.
- Manage the agency's liability insurance program, including ongoing risk analysis.
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Serve as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.

## **Required Knowledge, Skills, Abilities and Other Characteristics:**

### **Knowledge Of:**

- General accounting and financial reporting procedures in accordance with the State of Maryland OPM Cost Standards, GAAP, and OMB Circulars A-133 and A-122.
- State of Maryland contract/grant budgeting/reporting procedures and requirements.
- Human Resources related laws, regulations and practices.
- Payroll reporting and processing of payroll taxes.
- Employee benefits, including the management of health care and retirement plans.

- Current Health Care sector environment and trends.
- Electronic Healthcare Record system.
- General office software, particularly Microsoft Office Suite, and accounting software packages.

**Ability To:**

- Manage and oversee all aspects of the financial/accounting management function.
- Create, analyze and report on financial statements and budgets.
- Supervise staff, develop job descriptions and provide performance evaluations and improvement plans.
- Analyze and solve problems effectively and efficiently.
- Communicate effectively both verbally and in writing.
- Work well with, and be responsive to the needs of, internal and external customers, including the Board of Directors, funding sources, other provider organizations and Athelas Program Directors.
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Assimilate new information and technology.
- Foster and cultivate business opportunities and partnerships.

**Education and Experience:**

- Undergraduate degree from an accredited college or university; with Master's degree preferred.
- Five to seven years of senior management experience with organization with operations in excess of \$5 million per year and over 100 employees in the disability/health care sector, preferably with a non-profit agency.
- Managerial experience with non-profit social service and/or health care agency providing services under contract with the State of Maryland a plus.
- Certified Public Accountant designation a plus.

**Other:**

- Must be: highly ethical with a high level of integrity; self-motivated; dependable and reliable; detailed oriented; able to interface easily with staff, other senior management personnel and funding sources.
- Must be able to interface easily with staff, other senior and executive management personnel and funding sources.
- Must be able to meet routine office physical demands including climbing stairs, carrying up to 20-pound objects and possessing the dexterity and vision to operate office computers and equipment.
- Must possess a valid driver's license.