

YouthLink Job Opening: **Chief Financial Officer**

Provide support for young people transitioning from homelessness into housing



About YouthLink

The mission of YouthLink is to support and empower young people on their journey to self-reliance. The organizational vision is to be a community where all youth, without regard to their living situation, have an equal opportunity to pursue their goals and dreams, and an equal likelihood of achieving them. YouthLink serves more than 2,000 people annually and has a budget of more than \$4.5 million. Please visit www.youthlinkmn.org to learn more.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

POSITION SUMMARY

The Chief Financial Officer (CFO) is responsible for all financial matters of YouthLink and its affiliate organizations. The CFO will report to and work closely with the Executive Director, including serving as the key internal advisor to the Executive Director and Board of Directors of YouthLink on all financial matters, making recommendations and suggesting pro-active strategies to keep YouthLink on track. Additionally, the CFO will be a partner with the senior leadership (Executive Director, Directors, and Board of Directors) to develop and implement strategies across the organization. The CFO will oversee all compliance and recognition for government (federal and state) contracts and private grants. The person assigned to this position must be able to effectively relate to diverse staff and youth as well as adapt to a continually evolving environment; this includes the ability to thrive in an autonomous and deadline-oriented workplace while managing a future finance staff (to be determined).

Finance

- Oversee and manage all budgets, forecasts and internal financial plans and processes;
- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Review short and long-term goals in light of existing and projected financial resources available;
- Create data-based long and short term goals, budgets and forecasts;
- Utilize technology to optimize all reporting and analytical functions;
- Ensure YouthLink meets critical regulatory and legal compliance benchmarks;

- Keep up with new trends in the financial industry by attending conferences, participating in professional development and sharing this information with the senior leadership team
- Build relationships with banks, donors, vendors, outside consultants and others as needed to keep close to major expenditures and sources of revenue for YouthLink;

Planning, Policy, and Investor Relations

- Engage actively and regularly with the Executive Director
- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in organizational policy development as a member of the senior leadership team.
- Engage the Board Chair, finance committee of the board to develop short-, medium-, and long-term financial plans and projections.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Generate weekly, monthly, quarterly and annual reports as needed to monitor, evaluate and optimize cash-flow and liquidity;
- Establish annual priorities and benchmarks and conduct regular reporting, measuring projections against actual performance;

Accounting and Administration

- Develop and oversee the finance area to ensure proper maintenance of all accounting systems and function; supervise the finance staff of YouthLink (staffing to be determined).
- Ensure maintenance of appropriate internal controls and financial procedures.
- Support accounting, general ledger and operations effectiveness, ensuring systems are in place to guarantee timeliness and accuracy;
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and board of directors of YouthLink; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

QUALIFICATIONS

- Significant experience in or knowledge of nonprofit accounting, including complex fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Experience working with information technology to manage finance and accounting software packages.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.

- Excellent analytical and abstract reasoning skills, plus excellent organization skills. Utilize technology to optimize all reporting and analytical functions;
- Adaptability to handle multilevel finance office responsibilities, including CFO, controller.
- Passion for mission and vision of YouthLink, including ability to work with staff from diverse backgrounds

The CFO will be a seasoned and mature leader with at least 5 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. The person in this position ideally will have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts and an affiliate structure with diverse program areas delivered nationally.

The CFO will have the following experience and attributes:

- A minimum of a BS as a CPA, accounting and/or MBA would be a plus.
- At least 5 experience as Director of Finance or CFO, preferably in a nonprofit organization with a budget of at least \$3-5 million.
- Experience in a senior financial-management as well as controller role -- partnering with executive staff and working with operational staff, resulting in the development and implementation of creative financial management strategies.

COMPENSATION AND BENEFITS

To \$75,000.00 depending on experience. YouthLink’s competitive and comprehensive benefits package includes:

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| • Medical | Long Term Disability |
| • Dental | Elective Benefits: Short-term disability, FSA, 401K |
| • Life Insurance | |

HOW TO APPLY

E-mail a cover letter and resume with the subject line “Chief Financial Officer” to careers@youthlinkmn.org.

Equal Employment Opportunity: YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.