

MEND | Meet Each Need with Dignity

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www.MendPoverty.Org



JOB DESCRIPTION

POSITION TITLE: Chief Financial Officer

FSLA STATUS: Exempt, Full Time

WAGE: \$150,000-\$170,000 DOE

REPORTS TO: President & CEO

LOCATION: Onsite - Pacoima

SUPERVISES: Senior Accountant

MEND-Meet Each Need with Dignity is a 53-year-old nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million lbs. of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families & the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving.

Over the last several years, MEND has undergone critical realignment and significant growth, taking on government funding in 2020, after 49 years of operation. During this time, our operating budget has grown from \$2.6MM to \$6.4MM (excluding in-kind), we have built strong reserves, and with the retirement of our longstanding CFO, we are seeking an experienced and dynamic leader to support our continued growth.

JOB SUMMARY:

Under the general supervision of the President & CEO, the Chief Financial Officer (CFO) provides strategic leadership and vision to the Finance Department. The CFO oversees all accounting functions, ensures accurate and timely program monitoring and annual audits, and provides regular financial reports to the Board of Directors. The CFO serves as liaison to the Board of Directors Finance and Audit Committees and as a trusted collaborator and thought partner with the CEO and Executive Team. This is the ideal position for an experienced mission-driven finance leader (e.g., Controller, Director of Finance) ready to take the next step in their career.

ESSENTIAL FUNCTIONS:

1. Manages and oversees all financial operations including but not limited to accounting, forecasting, budgeting, payroll, investments, grants management/invoicing, and scenario planning to safeguard the ongoing sustainability of the organization.
2. Ensures all financial operations comply with local, state, and federal laws; updates finance policies as needed and provides training to relevant agency staff to ensure

compliance. Manages internal controls, conducts internal audits and reconciliations to identify any gaps or red flags.

3. Ensures all required filings (including but not limited to payroll taxes; sales & use tax; property tax, forms 990, 199, RRF-1, etc.) timely and accurately.
4. Participates in revenue planning and development of grant budgets, optimization of resources, identification of areas of risk and potential solutions to mitigate them.
5. Ensures there are documented standard operating procedures to support program implementation and maintains agency Finance Manual to reflect any changes in agency procedures or accounting standards.
6. Oversees all agency banking activities and actively manages cash flow to meet agency needs. Alerts the President & CEO to any potential shortfalls and to plan alternatives.
7. Serves as primary contact for independent auditors to ensure annual audit is completed timely; cooperates with funder audits and prepares corrective action plans, if needed.
8. Prepares monthly financial reports and periodic forecasts for the agency overall and for individual programs/functional areas; develops and presents quarterly and ad hoc financial reports for the Finance Committee and Board of Directors.
9. Oversees preparation of financial reports required for funders in cooperation with the development team; ensures that complete and accurate cost reimbursement and fee for service invoices are submitted timely.
10. In collaboration with MEND's investment managers and in conformance with the Board approved investment policy statement (IPS), monitors, tracks, and reports on investment performance monthly, quarterly, and annually.
11. Monitors grant spending to ensure compliance with grant requirements, applicable codes of federal regulations, or other oversight body to ensure satisfactory audits and avoid disallowed costs. Prepares final budget reports for grants.
12. Leads preparation of annual program and agency budgets in partnership with Executive and Senior Leadership teams.
13. Serves as a member of the Executive Team and serves as liaison to the MEND's Finance Committee and Board of Directors. Provides input on agency strategy and is responsible for achieving relevant strategic goals,
14. Leads implementation of accounting, payroll, and timekeeping software.
15. Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in accounting or related is required. Master's highly desired.
- At least 7 years' proven track record as nonprofit CFO, Controller, or Director of Finance with deep understanding of nonprofit accounting principles, cost allocation practices, grants management, and oversight of government funding required.
- Familiarity with the LA County Auditor-Controller Guide, LA City auditing requirements and comprehensive understanding of single audits and uniform guidance requirements.
- Minimum 3 years management/supervisory experience.
- Expert level QuickBooks Online and Microsoft Excel is essential. Superior computer skills using additional business productivity software applications (MS Word, PowerPoint, Outlook, Teams, Zoom).

- Experience implementing and using Paylocity or other payroll/time & attendance platforms highly desired.
- Knowledge of finance, accounting, budgeting including GAAP standards and federal, state, and local financial regulations and related laws.
- Proficient with cash flow management, budgeting, financial analysis and reporting, investment management, accounting functions and payroll.
- Proficient with translating complex financial concepts to individuals at all levels including finance and non-finance personnel and Board members.
- Strong writing, verbal, and interpersonal skills.
- Personal qualities of integrity, credibility, and ethics; a proactive, hands-on strategic thinker.
- Able to gather, analyze and synthesize data and information to provide insights to the CEO, leadership team, and Board for decision making and strategic and financial planning.
- Strong organizational skills. Ability to work under pressure and meet deadlines.
- Bilingual English/ Spanish strongly preferred.

TIME COMMITMENT: Full-time; may include some evening and weekends and local travel.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

To apply, please submit cover letter and resume to jobs@mendpoverty.org. Please include a cover letter that describes how your experience meets all the requirements of the position. Applicants who do not submit a cover letter will not be considered. Position open until filled.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements

- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

Benefits:

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.
- Optional benefits include Flexible Spending Account (FSA) and AFLAC.
- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually; ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year.
- Option to participate in employer sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.