

PRC
Chief Financial Officer

PRC seeks an experienced financial executive to join a longtime Bay Area organization serving people struggling with addiction, HIV/AIDS, and mental health challenges.

PRC (formerly Positive Resource Center) has been transforming the Bay Area for decades, helping those affected by substance use, mental health issues, homelessness and HIV/AIDS realize their best selves by providing the support and services they need to reclaim their lives. Services include emergency financial assistance for short-term security; legal representation for access to basic income and healthcare benefits; and residential treatment, supportive housing, and employment training for longer-term social rehabilitation. Having recently merged with the AIDS Emergency Fund and Baker Places Inc., PRC's newly interconnected services help over 5,000 clients per year.

The FY 2021-2022 operating budget is \$32 million, of which approximately 80% is derived from government funding and 20% from contributed revenue and other sources. PRC employs approximately 246 employees.

BASIC FUNCTION

Reporting to the Chief Executive Officer, the CFO is responsible for all strategic and tactical matters as they relate to financial administration, budget management, analysis and reporting, financial modeling, revenue and expense forecasting, financial management of capital projects, treasury and cash management, banking, auditor and legal counsel relationships, and compliance and recognition of contracts and grants.

The CFO will collaborate with and be a thought partner to the CEO and an experienced, professional, motivated Senior Management team. This position requires a hands-on individual with strong business acumen who will personally grapple with and resolve issues in real time, ensuring that PRC's assets are protected. The CFO should have a growth and innovation mindset but be grounded in pragmatism, serving as advisor and implementer to the CEO and the organization for financial policies, procedures and practices, and for agency-wide matters and new initiatives.

The CFO oversees Accounting, IT, Facilities and Payroll, and has three direct reports. The CFO works closely with the Chairs of the Board, Finance and Audit committees.

RESPONSIBILITIES

IMMEDIATE PRIORITIES:

- Quickly get to know PRC – its people, culture, constituents, funding structures, programs, and current and future operational needs.

- Establish strong working relationships with the CEO, colleagues and direct reports, and the Chairs of the Board, Finance and Audit Committees; strengthen and sustain a culture of transparency, collaboration, communication, teamwork and integrity.
- Understand and manage internal systems and controls, operations, processes and financial procedures to ensure the integrity of the financial information and reporting.

FINANCE & ACCOUNTING:

- Review, streamline and make transparent PRC's financial apparatus; review chart of accounts, current accounting systems and control procedures, audit trails, financial documentation and workflows; ensure infrastructure that allows for the flexibility required for growth.
- Ensure that actual expenditures are in alignment with budget plans; work with all departments to manage and control spending; forecast and manage cash flow to ensure that cash on hand is adequate to meet obligations and future needs.
- Oversee reporting for contracts; tax matters; coordination of compliance audits; collection of earned revenue; monthly and annual general accounting close and financial reporting; administration of financial relationships with partners and vendors that provide services to PRC or for whom PRC provides services; adhere to GAAP principals; facilitate and coordinate audit activities.
- Responsible for contract management including the structuring of direct and indirect costs, and negotiation of contract applications, compliance and reporting.
- Provide accurate, timely and succinct information on the financial status of all programs and departments to the CEO, Chairs of the Board and Finance Committee upon request; develop long- and short-range financial plans and prepare accurate and timely financial and operating reports for the CEO and the Board.
- Proactively provide leadership and guidance to the organization on finance, accounting and IT functions; specifically, provide expertise in all financial matters, voicing financial implications of pending decisions and capital projects.
- Organization-wide, provide orientation and training to new staff and board members, and ongoing support to those with fiscal and budgetary oversight.
- Lead the budgeting process, including the framework for budget preparation, reporting and variance analysis; create forecasts and other financial tools to support the development of philanthropic support and in reviewing programs from a financial perspective.
- Serve as the fiscal liaison and maintain positive relationships with funding sources, contracting agencies, banks, auditors, attorneys, vendors, current and potential business partners.
- Develop and utilize forward-looking, predictive models and financial analyses to provide insight into the organization's operations and business plans; responsible for all treasury functions, including managing cash and investment management.
- Engage in cost analysis and risk management activities; evaluate investments and projects.

- Ensure that the organization's network infrastructure is secure and operating at an optimum level; evaluate capital expenditures that modernize productivity and ultimately reduce overhead expenses.
- Assist the HR Director in the design, implementation and timely calculations of wage incentives, commissions and salaries.

IDEAL EXPERIENCE AND CHARACTERISTICS

The ideal candidate should have the following experience and qualifications:

- Seven+ years of senior leadership experience as the #1 in charge of financial oversight and management in the nonprofit, public or business sector, and with a budget of over \$10M.
- Experience in or knowledge of nonprofit accounting, including contract and grant accounting and revenue recognition issues; knowledge, experience and application of GAAP; background in managing general accounting, budgeting and planning, procedures and controls, and analysis and reporting.
- Business acumen and data-orientation to identify new opportunities and drivers of revenue generation and business decisions.
- Comfort with technology; experience working with various computer and financial programs and platforms, nonprofit accounting and financial reporting systems; an ability to successfully integrate financial and information systems to support an evolving organization.
- Ability to interact easily with the board, colleagues, staff, and stakeholders. Excellent interpersonal skills and the ability to interact with a diverse community and multi-disciplinary staff.
- Excellent communication skills, both verbal and in writing; ability to convey complex financial information in a concise, engaging way; willingness to translate financial and accounting knowledge to all staff levels.
- The maturity to focus on effective and practical action; a person with integrity who is able to deliver both good and bad news and is able to solve problems; organized, reliable, consistent, extremely ethical.
- A Master's Degree in Accounting or Business is preferred, and CPA is desirable.
- A commitment to PRC's mission and goals.
- A team player who understands and can communicate the business implications of plans and service strategies and who is able to creatively design and explore systems and procedures that fit current and long-term needs.

For more information please contact:

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