

SURREY

POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER

Surrey Services is seeking an accomplished individual to serve as its **Chief Financial Officer (CFO)** administratively responsible for the leadership, oversight, and stewardship of all financial activities, and the effective management and investment of funds to support, sustain, and advance the mission.

Surrey holds as its mission to “help older adults live with independence and dignity and continue as engaged members of the community.” Now beginning its fourth decade, Surrey is recognized as an innovative leader in the delivery of services and programs to help older adults live with independence, purpose, and dignity as active members of the community. Founded on the principle of “*neighbor helping neighbor*,” Surrey builds its strength and impact by bringing an active and strong base of volunteers of all ages together with a committed Surrey team to help older adults have the support that they need to live an active, healthy, and fulfilling life.

Headquartered in Devon, PA, Surrey serves more than 3,500 seniors through its programs and services offered at its Centers located in Devon, Broomall, Media, and Havertown in the Greater Philadelphia Region of Pennsylvania. The annual budget of approximately \$5 Million is funded through philanthropy, grants, member services, and revenue from its Home Care Services and Consignment Shop.

Surrey’s programs inspire learning, exploration, and discovery of talents and interests, provide opportunities for engagement, promote mental and physical health and well-being, and provide support and assistance to help older adults maintain their independence as they remain in their home. Surrey’s comprehensive and integrated scope of services includes: home care, RN care management; tele-health, nutrition and meals; lifelong learning programs; virtual programs, health, wellness and fitness programs; transportation and personal support services; and a variety of referral, and assistance programs. Services are individualized to the specific needs of those served, and thanks to the generous support of the community, these services are provided at low or no cost.

POSITION SUMMARY

The CFO is a member of the Senior Management Team, reporting directly to the President/CEO. As the primary architect of fiscal strategy, the CFO is responsible for the planning, implementation, monitoring, analysis, and reporting of financial position, budget development and monitoring, accounting activities, banking and investment activities, cash and budget projections, and all required financial reporting activities. The CFO is the designated contact, responsible for contractual, risk management, and

compliance activities related to financial reporting, insurance, 401K, Cobra, FMLA, ACA and other regulatory and reporting activities.

The CFO will supervise the financial/accounting staff, and work directly with the Board of Directors, Treasurer, Finance, Audit, and Investment Committees, external consultants, auditors, vendors and others involved in the financial and compliance activities of the organization.

SPECIFIC RESPONSIBILITIES

Fiscal Leadership: Provides leadership and expertise in all activities related to fiscal services and compliance activities, working with the President/CEO, Senior Management Team, Board members, and external consultants to assure effective fiscal planning, management, and oversight.

Fiscal Reporting: In concert with the President/CEO, makes presentations, provides insights, and manages discussion at Board and Committee meetings encompassing financial reports and analysis, projections, and other information relevant to the current and projected financial position of the organization.

Supervision: Oversees day-to-day finance and accounting operations including general ledger, accounts payable and receivables, credit cards, payroll processing, monthly reconciliation and monthly and year-end close; supervises the accounting/fiscal services staff, performs regular performance evaluations, creates a positive working environment, promotes open communications and facilitates a team approach toward the accomplishment of goals.

Financial Strategy & Policy: Oversees the development of financial strategy, working as a thought partner with the President/CEO and Governance, to establish short and long-term goals related to the use, allocation, and investment of funds, and the development and implementation of financial policies to assure appropriate accounting practices, internal controls, and establishment of procedures to ensure the integrity, accuracy, compliance and usefulness of financial information and reporting.

Budget Development & Monitoring: Oversees the annual budgeting process, works with the President/CEO, Senior Staff and managers to develop budgets in keeping with the programmatic and strategic initiatives; establishes monitoring and reporting processes for each cost center and for the organization as a whole; monitors, analyses and develops projections regarding budget compliance and cash flow, and makes recommendations to balance resources with organizational expenditures and projected needs.

Financial Statements: Prepares detailed monthly, quarterly and yearly financial statements including budget status and projections, cash flow and cost center analysis to accurately reflect the financial position of the organization to assist the President/CEO, Senior Management Team and Board to make informed decisions regarding program strategy, resource allocation, and investment decisions.

Annual Audit: Oversees the completion of the annual audit, working directly with auditors to assure; a timely and accurate audit and development of the 990: evaluates audit findings and develops action plans to address any recommendations.

External Relationships: Works with banks, investment firms, other financial institutions and consultants to assure the accurate and timely deposit, withdrawal, investment, and management of current, sustaining, and endowment funds in compliance with established policies.

Risk & Compliance: Coordinates activities with legal counsel, including contracts and agreements, negotiates rates with insurance carriers and manages claims and reports, and assures compliance with all federal, state, and local reporting requirements for a 501 (c)(3) nonprofit organization.

Ethics & Professional Standards: Maintains a professional demeanor, treats people with respect & dignity, maintains all financial information in the strictest confidence.

CORE COMPETENCIES

Demonstrated leadership of a comprehensive financial services program in a nonprofit organization.

Demonstrated proficiency in general accounting and financial reporting procedures in accordance with GAAP standards and other regulatory requirements.

Excellent knowledge and experience in data analysis and financial forecasting methods; ability to identify trends, make projections, and identify corrective strategies when appropriate.

Superb analytical and problem-solving skills; able to respond quickly to requests that support decision-making at all levels of the organization.

Understanding of laws, practices, and regulations relating to the financial aspects of human resource management including payroll processing, reporting and payroll taxes; experience with management of employee benefit packages, including healthcare and retirement plans.

Experience working with Boards and Committees; proficient in the development and presentation of financial plans and reports to facilitate effective and timely decision-making.

A successful track record in managing multiple priorities, accomplishing deadlines and expected outcomes leading to the achievement of goals.

High achiever and results-oriented with strong organizational and time management skills, and exceptional attention to detail.

Ability to work effectively as a member of a team focused on shared goals and outcomes, open communications, and high standards of integrity, partnership, and respect.

The highest standards of professionalism in behavior and demeanor to reflect the mission and values of Surrey.

REQUIREMENTS & CONDITIONS

- CPA or Master's Degree in Finance or Accounting from an accredited college or university required.
- Minimum of 3-5 years of experience in a senior leadership role with a nonprofit organization.
- Proficient in the use of QuickBooks, Microsoft Office Suite, and other financial accounting software.
- Excellent communication skills, both written and oral.

APPLICATION INSTRUCTIONS

Applications will be accepted online. Please send cover letter and resume with salary requirements to Bob Stanek at bob@stanekassociatesllc.com

Surrey follows all CDC guidelines relating to COVID-19. Surrey Services is an Equal Opportunity employer.