

## CFO/Controller

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Second Chance, Inc., a not-for-profit social enterprise, is seeking a part-time CFO/Controller to join its team. Committed to the "Triple P" of people, planet and profit, Second Chance provides training and employment opportunities for people re-entering the workforce, diverts tons of reusable building materials and furniture from the landfill, and does it all in a financially sustainable way. Second Chance enjoys several lines of business -- deconstruction services, retail operations, and property management, so the professional joining our team would enjoy a very dynamic environment.

As a member of the senior management team, you will be responsible for the integrity of the financial reporting in support of the organization's operating and growth strategies. In this role, you will:

- Serve as the financial business partner to the CEO on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.
- Be the financial "face" of the organization in all matters relative to tax and regulatory bodies in fiscal and financial matters of import. Coordinate the external audit and local, state and federal reporting requirements and tax filings.
- Review and approve preparation and finalization of internal and all external financial reporting and performance metrics for the organization's leadership and board of directors.
- Maintain the integrity of the chart of accounts and a documented system of accounting policies and procedures.
- Maintain and enhance the accuracy of the reported financial results, ensuring compliance with Generally Accepted Accounting Principles (GAAP).
- Ensure collections and payments are managed in a timely manner.
- Design and oversee budgeting, financial forecasting and cash flow for administration, existing programs and proposed new sites. Ensure that timely and complete periodic financial statements and budget analyses are issued.
- Support all philanthropic fundraising efforts and/or marketing and outreach efforts where financial matters are central.
- Manage the Accounting/Finance Team. Establish and maintain *esprit de corps*. Empower the Accounting/Finance Team to be effective in supporting leadership across the organization. Set annual and long-term personal development and training goals for the team.

### **Job Requirements:**

- Degree in accounting or business administration;
- Experience supporting C-level executives in financial decision making;
- At least 5+ years managing accounting and finance teams;

- 15+ years of progressively responsible experience for a mid-sized company or nonprofit organization. Strong preference will be given to candidates with a CPA;
- Experience in property management administration - leases, billing, CAM allocations, etc.
- Expert level of qualifications in all financial tools of the trade including Excel, QuickBooks. Knowledge of other accounting and ERP systems is a major plus for this position.

Please learn about us and follow the instructions on HOW TO APPLY for this full-time position at:  
<http://www.secondchanceinc.org/employment-opportunities>.

No phone calls, please. Second Chance is an Equal Opportunity Employer.