

## **Vice President for Finance & Operations**

### **Full Time**

#### **Summary**

The Child Health and Development Institute of Connecticut (CHDI), an independent non-profit organization, seeks a full time Vice President for Finance & Operations. The Vice President for Finance & Operations is responsible for all aspects of the financial operations of the organization. Reporting directly to the Chief Executive Officer (CEO), the Vice President for Finance & Operations provides accounting, budgetary, operational and administrative support to all of the organization's programs and activities. The Vice President for Finance & Operations serves as an active member of the Senior Management Team, helping to develop and implement the organization's vision, mission, and strategy. The Vice President for Finance & Operations supervises the Accounting Assistant and Contracts Specialist to accomplish the duties and responsibilities listed below.

#### **Duties and Responsibilities**

- Actively manage the day-to-day accounting and financial operations of the organization.
- Develop budgets for the organization as a whole, individual programs, and new/proposed/expanded services, including the preparation of budget revisions as needed.
- Prepare, analyze and present quarterly financial reports for the organization, its programs, and activities.
- Report on financial results and issues to the CEO, Finance & Investments Committee, and Board of Directors.
- Work with the CEO and Finance & Investment Committee Chair to plan and execute Finance & Investment Committee meetings.
- Work with Finance & Investment Committee and investment consultants to oversee the investment portfolio.
- Oversee and review the preparation of all program financial reporting required for funding sources.
- Manage the Billing, Accounts Receivable, and Accounts payables functions.
- Oversee the organization's banking activities and actively manage cash flow to ensure it meets organization needs.
- Work with the outside investment manager to transfer money to CHDI's operating accounts.
- Manage accounting internal control systems.
- Monitor changes in legal, regulatory, and administrative environments and implement changes in procedures as needed to maintain compliance while maximizing operational and financial results.
- Manage the organization's liability insurance program, including ongoing risk analysis.
- Work with the Office Manager, CEO, and/or contracted HR firms on HR functions.
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Serve as the organization's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
- Identify resources to assist in CHDI's HIPAA Risk Analysis and Mitigation Plan, including enlisting the support of the Office Manager, Contracts Specialist, and CHDI's attorneys.

#### **Requirements and skills**

- Hands-on experience with accounting and financial management software, QuickBooks preferred

- Expertise in MS Excel
- Analytical and problem-solving skills
- Ability to explain financial terms and concepts to financial and non-financial audiences
- Familiarity with the way nonprofit organizations are structured and operate
- Knowledge of State of CT and federal rules and regulations relating to government-sponsored grant and/or contract activity

### **Minimum Education and Experience Requirements**

- 5-7 years of experience as a CFO or Vice President for Finance & Operations or related position, preferably in a nonprofit organization or CPA/auditor of nonprofits
- BS or MS in Accounting, Finance or relevant field

### **Compensation**

This is a full time position for 40 hours per week. The compensation range for this position is \$140,000 - \$150,000. Compensation will be determined based on the qualifications of the candidate. A generous benefits package will be provided.

### **Organization**

CHDI is an independent, non-profit organization located in Farmington, CT. Working in partnership with state and regional agencies, providers, schools, universities, and other organizations, we strive to advance equitable and sustainable improvements in behavioral health systems, practices, and policy for all the state's children. Our work is concentrated in the areas of evidence-based practice dissemination, system development and integration, quality improvement, school mental health, data analysis and research, evaluation, policy analysis, consultation, training, and technical assistance.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values in order to transform our organization as well as the systems, practices, and policies that promote the health and well-being of children.

### **Applications**

To apply, please email Lori Schon ([schon@uchc.edu](mailto:schon@uchc.edu)) the following: (1) a detailed letter of interest describing qualifications, experience, and interest in the project described; (2) curriculum vitae or resume. Applications will be considered on a rolling basis until the position is filled.

CHDI is an equal opportunity employer and acknowledges this in its solicitations or advertisements for employees. It is our policy to provide equal opportunity to qualified individuals at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment, including recruiting, hiring, training, selection, promotion, development, compensation, and the terms, privileges, and conditions of employment.

**Terms and Conditions of Employment**

CHDI requires applicants to have current legal authorization to work in the United States, and the organization does not sponsor applicants for work visas.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

All employees are subject to adherence to CHDI's Code of Ethics.