



Chief Financial Officer (CFO) Full-time, Exempt

Sunnyvale Community Services (SCS) seeks a strategic, mission-centric, and collaborative CFO, who will be integral part of the executive management team. This is an exciting opportunity for a nonprofit financial leader that would like to make a real difference in the lives of under-resourced families in and around Sunnyvale. The CFO will advise the Executive Director and Board of Directors on strategic, operational, and tactical matters related to the fiscal management of the organization in support of the mission and goals of SCS. The CFO manages 3 accounting staff that coordinate treasury and cash management, investment management, accounting, payroll, financial reporting, risk management, insurance, and internal controls for SCS.

Salary Range \$136,000-\$155,000, based on experience.

DUTIES & RESPONSIBILITIES

- Review, update, and define SCS' financial policies and procedures.
- Prepare information for monthly financial statements. Perform monthly close of financial data, review financial results for accuracy and make any necessary adjustments.
- Partner with SCS's programs staff to manage restricted grants and government contracts.
- Work in concert with SCS' tax accounting firms on annual 990 filing.
- Provide input to Accounting Director on special administrative tasks relative to other specific agency programs.
- Maintain, monitor, and update a robust and effective internal control program for financial reporting.
- Work closely with independent auditors during the annual audit, preparing information required, and leading the audit process in collaboration with the Executive Director.

- Manages relationships with 3rd party financial institutions including banks and brokerages.
- Manages the organization's cash position and treasury function.
- Prepare monthly, quarterly, and year-end financial reports for the Board of Directors.
- Collaborate with the payroll service provider to ensure that all deductions and payroll activities are compliant with payroll laws.
- Prepare and file all 1099-Misc forms.
- Serve as fiscal agent along with the Accounting Director for the Season of Sharing program, including maintaining accurate records and prepare monthly required reports.
- Manage and train accounting staff personnel.
- Work with Executive Director, agency staff and accounting personnel to develop the annual budget.
- Other duties as assigned.

QUALIFICATIONS

- Undergraduate or Graduate degree in business, finance, accounting, or equivalent experience.
- Minimum 6 years' experience in accounting and fiscal management practices.
- Mastery of nonprofit financial SOPs, GAAP, FASBE, and grant funding reporting desired.
- Proficiency with accounting software, word processing, and spreadsheets.
- We require a substantial level of independent decision-making, action, and responsibility with regards to agency financial operations.
- Ability to effectively communicate financial information to staff, Board, and funders via slideshows, reports, forecasts, and oral presentations.
- Operating knowledge and experience with computer software, specifically industry-standard financial, word processing, and database tools.
- Has ability to pay accurate attention to detail; work on multiple tasks simultaneously; relate well with a diverse staff, volunteers, vendors, funders, and clients; work independently with minimal supervision; and identify and report operational problems and concerns.

- Personal qualities of integrity, credibility, and a commitment to SCS's mission. Strong organizational skills and attention to detail.

PHYSICAL REQUIREMENTS

- Often required to sit in a stationary position, and repeated use of wrists, hands, and fingers for typing, writing, and holding objects (pens, pencils, phone, etc.)
- Often required to assist with SCS events with management of resources.
- This is an in-office position with the ability to work from home once per week.

COMPENSATION, BENEFITS, AND REPORTING

The Chief Financial Officer reports to Sunnyvale Community Services' Executive Director. The position is exempt with an **annual salary range of \$136,000 - \$155,000** and a competitive benefits package including paid time off, health/dental insurance, and a retirement plan. Mileage reimbursement is available. Professional development opportunities are also available.

Sunnyvale Community Services is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. Sunnyvale residents, people of color, veterans, differently abled people, individuals with lived experience, and LGBTQIA+ persons are strongly encouraged to apply.

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.