**Chief Financial Officer**

**New Jersey Community Development Corporation**

New Jersey Community Development Corporation (NJCDC) is a multi-faceted community development and social service agency providing opportunities to transform lives in the historic city of Paterson, New Jersey (see www.njcdc.org for more information). Reporting to the CEO, the CFO is a member of the agency’s senior staff and is responsible for overseeing all aspects of the agency’s administrative and fiscal operations.

**Essential Duties**

* Establishes and implements policies to ensure fiscal integrity of the organization.
* Manages accounting, financial reporting and internal controls.
* Oversees accounts payable, accounts receivable, payroll, and cash management.
* Responsible for all internal and external financial reporting requirements.
* Prepares annual operating budget and quarterly financial statements.
* Oversees management of fiscal and administration departments; directly supervises staff members.
* Coordinates and leads annual audit process with outside independent auditing firm.
* Serves as liaison with external auditors and with Audit & Finance Committee of Board of Trustees
* Prepares program budgets, contract documents, expenditure reports, and budget modifications as required by the organization’s diverse funders.
* Monitors compliance with federal, state, local and private funding sources.
* Oversee in conjunction with Board Audit & Finance Committee all investment activities of the organization.
* Other duties as required and assigned.

**Job Requirements**

* Bachelor’s degree in Accounting or Finance (or similar field) with at least 7 years of progressively responsible and supervisory experience; CPA preferred.
* Broad knowledge of business and accounting practices and relevant technology as well as extensive knowledge of Generally Accepted Accounting Principles (GAAP).
* Experience in non-profit financial management preferred.
* Strong background in financial planning, fiscal operations and internal controls.
* Computer literacy with proficiency in MS Office products (Word, Excel, PowerPoint) and financial accounting software.
* Excellent organizational skills. Self-starter. Ability to work independently.
* Excellent interpersonal, verbal, and written communication skills, as well as analytic and strategic conceptual ability.

**Compensation**

NJCDC will offer a competitive salary and benefits package commensurate with a candidate’s background, skills, and promise.

**If Interested In Applying For This Position**

Email your resume with a thoughtful cover letter telling us about yourself, your skills, and experience. Email to [box07024@gmail.com](mailto:box07024@gmail.com) no later than July 1, 2018.

**New Jersey Community Development Corporation is an Equal Opportunity Employer.**