



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name: Admin
Job Location: 317 Elm Street, Newark, New Jersey 07105
Job Title: Chief Financial Officer
Reports to: Hazel Applewhite Title: Chief Executive Officer

Hours: FLSA Status ☒ Exempt ☐ Nonexempt	Type of position: ☒ Full-time ☐ Consultant/Contractor ☐ Part-time ☐ Intern	Other comments: Must be able to work on-site in our Newark, New Jersey location.
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ORGANIZATION DESCRIPTION

The Ironbound Community Corporation (ICC) is a 56-year-old nonprofit organization whose mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multilingual, multicultural community. Today, ICC serves more than 1,000 children and families with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, community development initiatives, and family services.

ROLES AND RESPONSIBILITIES

This position requires a hands-on leader who can provide strategic and creative direction while balancing resources and funding requirements. The CFO is an active participant in and driver of the organization's overall program and fiscal strategy. They will lead the organization's financial administration, business planning, and budgeting.

- Maintaining the general ledger, managing receipts, disbursements, grants, and donor records, preparing budgets, cash flow statements, directing the annual fiscal audit, reports, and recommending changes in policy and procedures for the financial area to the organization.
- Strategic components of the position include but are not limited to: partnering with the CEO and COO on all operational and strategic issues as they arise; providing strategic recommendations based on fiscal analysis and projections; utilizing, in part, cost allocation and revenue/expense analysis.

- Oversee long-term budgetary planning and cost management in alignment with the strategic plan. Develop and employ forward-looking, predictive models to provide insight into the organization's financial operations and business plans.
- Fiscal Management responsibilities include: preparing, developing, implementing, and managing the annual operating budget.
- Oversee day-to-day budget and fiscal operations, including financial and operational metrics both internally and externally.
- Provide supervision to Human Resources & Operations.
 - Ensure financial record-keeping systems are operated and managed in accordance with Generally Accepted Accounting Principles (GAAP), including monitoring and controlling the use of all funds.
- Oversee the preparation and approval of all financial reports and metrics for management and the board of trustees.
- Prepares, delivers, and communicates at least monthly, quarterly, and annually financial statements to management and the board of trustees.
- Manages and controls cash flow. Prepares financial forecasts. Directs all financial, project-based, and departmental accounting services.
- Coordinates and prepares for annual audits. Reviews, monitors, and maintains fiscal policies, procedures, and systems.
- Oversees and/or performs preparation, review, and submission of grant drawdowns and financial reports as required for each grant.
- Ensure, perform, and coordinate financial compliance monitoring of grants/donations from all reportable donors. Coordinate and support grantors' audit or monitoring site visits.
- Other duties as assigned.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Education - minimum of a BS and CPA/CMA Experience
- Minimum of 5 years of nonprofit accounting and fiscal management, including senior leadership within an organization.
- Proven ability to perform complex analysis of financial data, including assessment of financially related business capabilities, identification of gaps, and development of solutions.
- Demonstrated excellence in managing finance, accounting, budgeting, fiscal control, financial reporting, and leading a financial team.
- Proficiency with Sage MIP software and advanced knowledge of Excel. • Demonstrated understanding of Generally Accepted Accounting Principles and IRS regulations for nonprofit organizations.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Exceptional communication and planning skills, including the ability to communicate financial concepts and data effectively and concisely.
- A friendly, collegial personality, with a high level of self-confidence and sense of flexibility.
- Knowledge of federal grant requirements, including rules and regulations (a plus).

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are continually seeking ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and to express our point of view with respect. We cherish diversity and inclusion, embracing the community and its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have occurred. Examples of this value in action are:

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

The salary range is \$110,000 – \$120,000. ICC offers a competitive compensation package, including health benefits, a generous time-off policy, and a 403(b) plan. A remote work option is NOT available for this position.

If interested, please send a resume and cover letter to info@ironboundcc.org with the subject line "Chief Financial Officer"