

Chief Financial Officer

Reports to: Executive Director

Job Summary

The Chief Financial Officer is part of the senior management team responsible for the development and oversight of all financial affairs, financial planning, and financial condition of the organization. This professional position requires a thorough knowledge of generally accepted accounting and governmental auditing principles to maintain compliance with governmental and auditing standards. This is a permanent, full-time, exempt salary position.

Essential Functions, Duties and Responsibilities

This job requires varied duties and responsibilities, including but not limited to:

Executive Leadership

- Works in tandem with the Executive Director and management team, formulating organizational policies, assignment of staff responsibilities, and program design and implementation.
- Assist the organization with strategic planning and forecasting of future projects and programs.
- Assist in the preparation of funding and project applications with outside entities and lenders.
- Provides leadership and management of the Finance Department, including recruitment, supervision, and training of all financial support staff.

Financial Management

- Maintains the Company's financial records according to GAAP guidelines and accuracy for financial reporting and auditing purposes.
- Management of the company's accounting software program with IT Consultant and maintaining the general ledger and chart of accounts.
- Prepare and present monthly balance sheet, P&L, and other financial reports to the Executive Director and Board of Directors at quarterly Board meetings.
- Ensure the organization maintains adequate internal controls and evaluates existing processes and internal control structures to enhance financial management systems.
- Structure the chart of accounts to facilitate the tracking and reporting of expenditures by project and program as required by funding agencies and governmental accounting guidelines.
- Serves as the lead contact with external auditors in preparation of the annual financial statements to provide timely access to organizational financial records, schedules, and reports.

Cash Management & Forecasting

- Prepare the annual operating budget and assist in the development of project budgets and cost estimates, including USDA self-help housing and spec homes construction costs.
- Management of all company banking accounts and oversee the reconciliation of all corporate bank accounts and USDA self-help participant's bank accounts.
- Ensure adequate cash flow to meet the company's financial expenditure needs on an ongoing basis and ensure that the Operating Accounting has adequate resources to meet immediate expenses.
- Manage account transfers between bank accounts with Executive Director's approval.
- Manage the tracking and reporting of Donor Restricted Net Assets for compliance with Donor's program requirements.
- Serve as administrator of the online banking website and establish user access and rights.

Governmental Reporting & Compliance

- Ensure compliance with Federal, State, and Local funding provisions and expenditure requirements.
- Submit or direct staff in the submission of funding requests as required by contracts and agreements with outside agencies and the funding needs of the organization as directed by the Executive Director.
- Prepare and maintain financial reports for the submission of funding requests and the tracking of disbursements by project, program, and/or funding source.
- Manage employees' timesheet reporting and allocation of payroll disbursements to ensure accurate expensing of payroll costs to the appropriate projects and programs.

Accounting Processes – Payables & Receivables

- Develop internal procedures to ensure timely payment and accounting of obligations and receipts.
- Oversee and approve accounts payable processes and staff's issuance of vendor payments on corporate activity and self-help clients' checking accounts.
- Serve as lead financial contact working with FHP's payroll company, fringe benefit insurance broker, and the company's 401k Plan.
- Direct staff in tracking receivable accounts to maximize timely receipt of payments.
- Manage the Journal Entry activity to process manual entries and correct errors in the recording of account transactions.
- Troubleshoot deficiencies in accounting processes to improve the financial condition of the organization.
- Oversee the accuracy of all financial records and documents for distribution to outside entities.

Project Development & Real Estate

- Approve property settlement statements provided by title companies and maintain tracking reports of property sales and closings.
- Develop procedures to maintain accurate records of development inventory and capital asset value.
- Prepare Draw Schedules for USDA self-help client closings and other property closings
- Assist in the review of client eligibility requirements for participation and purchase of affordable housing properties.
- Oversee preparation of company mortgage documents provided to homebuyers and maintain a portfolio of company mortgages.
- Record Real Estate closing transactions to report income from the sale of property and the cost of goods sold and debt payments.

Minimum Qualifications and Requirements

Education:	Bachelor's degree in Accounting, Finance, or Business/Public Administration
Certification/License:	n/a
Experience (Years):	Five years in a similar managerial/supervisory position with a recommended background in governmental accounting and financial management. Governmental/non-profit housing experience is preferred.
Computer Skills:	Microsoft Office Suite, Excel, Computerized accounting software (required)
Travel:	A properly insured vehicle and a driver's license are necessary for local business travel; mileage reimbursement is made at the prevailing IRS/government rate.

Additional Information

The job necessitates excellent organizational and customer service skills and extensive computer knowledge, including multiple capabilities in the use of Excel and Word. The job involves collaborating with co-workers, management, subcontractors, homebuyers, and self-help participants to achieve organizational objectives and meet production goals.

The job requires the ability to work independently with minimum guidance to meet a variety of work deadlines and instruct, manage, and direct subordinate financial staff. Must be flexible and cooperative while working with staff, team members, and clients. Must be able to communicate effectively verbally and in writing, in a group setting or individually, in person or remotely via video conference. Must be responsible, dependable, accountable, self-motivated, and able to perform under pressure to meet deadlines while maintaining the accuracy of work product.

This is a salary position based on a work schedule of 40 hours per week, though as a member of the executive management will necessitate additional work time to accommodate the needs of the organization, the demands of program activities, and the needs of the FHP clients and co-workers.

Benefits: This position is entitled to all benefits as outlined in the Florida Home Partnership Personnel Policies and Procedures Manual. This is a permanent, full-time, exempt salary position with full benefits, including health insurance, 401(k) plan with company match, and optional employee-paid benefits.

I have read this job description and understand the position accountabilities, position qualifications, physical requirements and working conditions. I have been provided with a copy of this document.

Employee Signature

Date

Manager Signature

Date



Company Organizational Profile

Florida Home Partnership, Inc. (FHP) is a 501(c)(3) not-for-profit organization. FHP was formed in 1993 to provide affordable housing opportunities primarily through the USDA Rural Development Mutual Self-help Housing Program. Dorothy Duke, the company's founder, spear-headed the creation of FHP to serve the housing needs of underserved rural communities in the southern agricultural area of Hillsborough County. From its initial beginnings of assisting eight clients in building their own homes, FHP has helped provide affordable housing opportunities to over 1,000 households primarily through homeownership.

In addition to the USDA housing program, FHP has built spec homes utilizing a variety of financing mechanisms, including federal HOME program funds for-sale to new end-buyers. FHP has also owned and managed rental properties in the past and developed a townhome community.

In providing the USDA self-help housing, FHP purchases a tract(s) of vacant land, engages engineering firms to develop a site plan, and hires site development contractors to excavate the site and install infrastructure, including utility systems, streets, and drainage. After site development is complete, FHP sells the plotted developed lot to eligible USDA self-help clients. The FHP loan team reviews the client's program eligibility and processes the client's loan applications for mortgage financing and down payment assistance. Once a client purchases a lot, FHP construction staff works with the clients to guide their sweat equity tasks on the construction of their own homes and oversees the various trades working on their homes.

The staff of FHP presently consists of sixteen full-time members, equally divided among four departments: Administration, Loan, Finance, and Construction. FHP is governed by a voluntary Board of Directors that has up to 15 board members. The current Board of Directors has eleven members, with four of the Directors classified as CHDO members for the purposes of securing federal HOME CHDO project funds.

Company Financial Profile

Florida Home Partnership presently has an annual operating budget of approximately \$2,000,000, with 75% of the budget allocated to personal services and payroll expenses. In addition to the operating budget, FHP has various project budgets for the company's land development and housing construction activities. Disbursements incurred on these development activities are capitalized as a development inventory asset and are not reflected on the profit and loss statement until the property is sold and the cost of goods sold is expended. At the conclusion of the FY22 fiscal year, FHP's value of development assets was \$5.2 million. This amount fluctuates as property is sold to clients and new developments are brought online. The bulk of FHP's liabilities consists of project and development loans provided by a variety of governmental and private institutions. Total liabilities at the end of FY22 were \$1.8 million. Net Assets were \$7.0 million, with \$1.6 million consisting of Donor Restricted net assets and another \$2.5 million designated by the Board for housing development activities. More than half of FHP's Net Assets consist of development and real estate properties. In a typical year, FHP processes over 1,500 payments totaling \$4 to 6 million in disbursements.

The Finance Department utilizes the AccuFund accounting program to maintain and process the company's financial transactions and financial reporting. MS Office Excel is used extensively in conjunction with AccuFund for reporting and processing support. FHP utilizes Dominion Payroll to administer the employee's pay checks and federal and state tax reporting.

