

Job Description

Position: Chief Financial Officer (CFO)
Reports to: President & CEO
Job Status: Interim/Part Time or Full Time
Start Date: Open – Immediate Hire
Salary: Commensurate with Experience and Qualifications

Organizational Summary: Bridge Street Development Corporation (BSDC) is an innovative and progressive nonprofit community development corporation located in Central Brooklyn. We build and sustain strong communities where people of all incomes can achieve their full potential. Our organization primarily operates six distinct but interrelated Program Areas (affordable housing, economic development, youth civic & workforce development, community engagement, financial empowerment, and senior services) that are all designed to promote and advance financial empowerment, social justice and racial equity.

Position Summary: The Chief Financial Officer (CFO) is responsible for directing the fiscal and accounting functions of all financial and organizational operations including its affordable housing portfolio its community/social services programs, and all back-office operations. The CFO is responsible for all broad finance related functions including accounting, procurement, AR, AP, cash management, investments, insurance, budgeting, contractual and statutory reporting. The CFO will be responsible for the financial, operational and real estate portfolio reporting and oversight of the ten affiliated Housing Development Finance Corporations sponsored by BSDC. The CFO will work closely with leadership to forecast organizational financials and improve efficiency throughout the organization. The CFO will actively oversee budgets and contracts and related data analysis for all departments and will inform and advise the Board of Directors regarding the organization’s business operations.

PRINCIPAL RESPONSIBILITIES:

- Serve as a key member of the Leadership Team, providing direction and oversight as an internal leader of the organization.
- Plan, implement, direct and evaluate the organization’s fiscal function and performance, and monitor appropriate financial control processes and procedures.
- Directs the preparation of all financial statements and reports, including income statements, budgets, balance sheets, cash flow projections and governmental agency reports. Regularly report on organization’s fiscal health to President & CEO and Board of Directors and red flag any pending issues.
- Provide timely financial information required for grant and contract submissions, and executed contract requirements, reporting and drawdowns.
- Participate in the development of the organization’s plans and programs as a strategic partner; evaluate and advise on long range planning, introduction of new strategies and regulatory action, financial oversight of capital projects.

- Manage the budgeting process and determine income and expense limitations for restricted and unrestricted activities for each department; provide regular updates to department heads.
- Develop timely and accurate analysis of budgets, financial reports and trends; clearly communicate monthly, quarterly, and annual financial statements in order to assist the CEO and other key executives to plan the organization's future growth.
- Ensure the maintenance of financial records and recordkeeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
- Work with external auditors to prepare financial information required for timely completion of annual audit, CHAR 500 and Form 990. Work to integrate the audit functions for all affiliated entities under one consolidated statement.
- In conjunction with the Audit Committee of the Board, manage the relationship with external auditors.
- Develop cash flow projection process and reporting mechanisms to account for delays in governmental funding.
- Provide staff training in the areas of budget development, budget management, fiscal accountability, finance procedures and more.
- Optimize the handling of bank relationships and interact with funding sources.
- Advise on financial issues for any contract that is entered into by the organization.
- Supervise the fiscal operations and financial reporting of the organizations housing affiliates and property managers.

REQUIRED SKILLS AND ABILITIES:

- A minimum of 10 years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience. Nonprofit experience a must, affordable housing experience a plus. CPA or MBA with accounting experience preferred.
- Bachelor's degree from an accredited college or university in accounting, finance, or business administration, or equivalent.
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations.
- Extensive experience with accounting and budgeting software with specific experience with Abila MIP accounting software preferred.
- Strong analytical and problem-solving skills with additional proficiencies in various computer applications including Excel and advanced MS Office skills comprehensive databases, spreadsheets and word processing software.

- Excellent written, verbal interpersonal and negotiation skills, ability to establish and maintain effective external and interdepartmental communications and relationships, including staff, Board and funders.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong supervisory and leadership skills with a proven ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving.
- Ability to work effectively with a diversity of individuals at all organizational levels.
- Ability to develop rapport and engender trust, exhibit a positive attitude and professional demeanor.
- Understanding of applicable regulations and procedures.

Compensation: Salary commensurate with qualifications and experience, with benefits.

This position requires in-person work.

How to Apply: Please submit a cover letter, resume and three professional references to info2@bsdcorp.org. Please submit all documents as PDFs and write “Chief Financial Officer” in the subject line. Due to the high volume of applicants, only qualified candidates will be contacted.

Our organization is an equal opportunity employer committed to fostering, cultivating and preserving a culture of diversity and inclusion. Through our diversity and inclusion policy, we seek to create a positive work environment where all employees can reach their full potential and maximize their contributions.