

NYC Housing Partnership Chief Financial Officer (CFO)

The NYC Housing Partnership, a not-for-profit 501(c)(3) corporation, is seeking an experienced financial professional to manage its daily financial well-being and long-term sustainability. The CFO is directly responsible for the accounting and financial compliance of the organization and works with the accounting, administrative, and real estate staff to ensure the financial health and sustainability of the organization. The CFO reports to the President.

Primary Duties/Responsibilities:

1. Provide strategic financial leadership and decision-making and serve as the principal financial advisor to the President/CEO, Board of Directors and senior management team
2. Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist the President/CEO, Board of Directors and senior management team in performing their responsibilities
3. Establish and maintain sound fiscal policies, procedures, and controls
4. Oversee the cash management systems, including evaluating the need to obtain credit or invest surplus
5. Work closely with Real Estate Operations to ensure the Finance department operates in a collaborative and effective manner
6. Serve as the administrator and a trustee for the organization's pension plan
7. Lead the organization's auditing efforts both internally and externally
8. Ensure compliance with all Federal and local business, property, and non-profit filings, and insurance

Qualifications:

1. Commitment to the Housing Partnership's mission
2. Extensive knowledge of nonprofit programs and fiscal management
3. Extensive knowledge of housing development, asset management and tax credit financing
4. Executive-level managerial ability to lead senior managers in planning and implementing the organization's mission, goals and objectives
5. Excellent project management skills. Ability to develop and lead high performance teams
6. Excellent judgment and practical day-to-day experience working with a diverse group of people
7. Highly developed and creative problem-solving skills
8. Extensive experience and judgment to plan and accomplish goals
9. Strong written and verbal skills, extremely organized, and team-orientated
10. Ability to handle confidential information with discretion and integrity
11. Proficient in Microsoft Word, Excel, Power Point, and Great Plains accounting software
12. Superior knowledge of taxation, auditing and budgeting

****** Must be Proficient in GREAT PLAINS ACCOUNTING SOFTWARE**

Education and Experience Requirement(s):

1. A Master's Degree in Business Administration, Finance, Non-profit Management or other relevant field. CPA preferred
2. Fifteen (15) years' experience within a similar role as CFO with at least ten (10) years' experience specifically in nonprofit accounting