



## Chief Financial Officer (CFO)

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Child Development, Inc.'s mission is to improve the quality of life for children and their families, providing them the opportunity to build a better future. Our Choices for Children (CFC) program helps low-income families in Santa Clara and Stanislaus Counties gain access to subsidized childcare and other community support services while they work, look for employment, or improve their education.

**Job Summary:** The Chief Financial Officer reports to the CEO of the company and acts as a business partner to the CEO and Board members, while providing leadership and collaborating on initiatives with the management team. The CFO is responsible for overseeing the company's financial operations and is a key leader in developing, monitoring, and evaluating overall corporate strategy, with a focus on bottom line financial and operating performance for enhanced shareholder and stakeholder value. The CFO assesses the company's annual performance with respect to budgets, goals, and government funded contracts and is responsible for financial compliance, internal controls, and program financial support.

Responsible for overseeing all aspects of finance, accounting and treasury, the CFO leads a small team of team of high-functioning accounting employees. This role also oversees corporate/leased facilities, contract management, and information technology functions in the company. The CFO serves as an example and actively promotes Child Development Inc.'s mission and values.

### **Responsibilities:**

#### **Executive Management & Strategic Leadership**

- Collaborate with the CEO and executive team to develop and execute the company's strategic vision and long-term goals, ensuring the successful development and delivery of new and innovative solutions.
- Work with CEO to develop business plans, and show the investment required and projected profits over time. Analyze market trends and competitive landscapes to identify growth opportunities.
- Actively engage with the Board providing useful insights on strategic, investment, facilities, finance and accounting issues, including audit and capital financing issues.
- Drive the development and implementation of operational strategies that align with the company's mission and objectives. Project Management of strategic company initiatives.
- Oversee long-term strategic planning by establishing business metrics and coordinating budgeting and planning objectives.
- Develop and maintain relationships with the State and external partners, and consultants.

## **Financial Planning & Analysis**

- Oversee financial planning, budgeting, and forecasting, providing financial insights to guide decision-making on the company's financial health and long-term sustainability.
- Develop and enhance financial analysis, modeling and reporting to support decisions on business strategy, business results tracking and decision making. This will include key operational performance business metrics, including shareholder profit and loss.
- Monitor financial performance, analyze financial and operational data, and prepare financial and operational reports for management and Board of Directors.
- Evaluate and oversee the company's financial policies and procedures, ensuring robust internal controls.
- Provide financial information and statistical data to external partners, stakeholders, the State and other agencies.
- Work collaboratively with the program team to monitor and evaluate State Contracts, understand the key drivers to properly execute and earn contract value

## **Business Modeling & Forecasting**

- Creation of business and/or product financial models and revenue projections to validate new market opportunities that would enable future company growth.
- Create product pricing and internal transfer pricing models for new products.
- Define key elements of financial strategy and provide useful financial insights to help guide decision making on market opportunities and direction for business strategy planning.
- Develop budgets and operations forecasts and tracking analysis for multiple business entities.

## **Cash Management**

- Develop and maintain capital and banking requirements.
- Review and manage company's cash position, including investment of excess funds in short term government-backed T-bills. Recommend and approve movement of funds in accordance with company policy, authorization, and internal controls.
- Forecasting of cash receipts and disbursements to provide adequate short- and long-term liquidity for outstanding and planned commitments.
- Develop cash flow analysis and report to the CEO and Board of Directors.

## **Accounting**

- Oversee and review the preparation of financial statements in compliance with GAAP and other government contract requirements.
- Review accounting activities to ensure compliance with State guidelines, accounting principles and auditing standards to ensure company remains "in good standing". Support all external financial audits.
- Guide and review financial and accounting systems, processes, tools, and control systems. Streamline internal processes and workflows to improve operational efficiency and business scalability.
- Ensure appropriate internal controls and compliance with contractual and business agreements.
- Ensure legal and regulatory compliance with regards to all financial functions.

## **Risk Management**

- Provide oversight of the company's insurance programs. Collaborate on benefit program offerings with the CEO and Human Resources, ensuring competitive employee compensation.
- Oversee and manage Workers Compensation program and funds.
- Manage the company's business agreements including contractual requirements, facilities leases, and sub contractual agreements.
- Manage legal exposure and risks related to financial matters. Determine risk mitigation issues and propose solutions to limit liability.
- Develop and maintain banking requirements, relationships, and guidelines.

## **Team and People Management**

- Build and lead a high-performing team, fostering a culture of excellence, collaboration, and accountability.
- Attract, develop, and retain professional and highly skilled finance and accounting staff.
- Mentor accounting and management teams on financial accounting issues.
- Coach current and rising managers on critical management/leadership skills, using knowledge gained as an experienced executive, to improve the management skill level in the company.
- Provide accounting and financial leadership and support of all cross functional departments and teams.

## **Qualifications, Knowledge, and Skills:**

- Master's degree in business administration and/or bachelor's degree in accounting, finance, or business administration with relevant work experience in business, finance, accounting, operational management, or related field.
- Proven experience as a CFO/COO or a minimum of 10 years of experience building, leading and directing finance and accounting teams at a senior level.
- Experience reporting to and building strong relationships with a Board of Directors, with expertise working in family or closely held businesses desirable.
- Excellent strategic planning and execution skills with experience as a member of a senior management or executive team in a financial leadership role leading strategic planning efforts.
- Track record of leadership in a rapidly growing company undergoing business transition and cultural change, with a mindset of innovation and continuous improvement.
- Strong financial acumen with experience in financial management and budgeting with track record of successfully driving a company's financial planning, funding, and budgeting
- Exceptional leadership and team-building capabilities, with demonstrated ability to listen, collaborate and partner with internal stakeholders in understanding organizational needs and customer needs.
- Outstanding communication and interpersonal skills with the ability to communicate with internal stakeholders and external stakeholders at different levels and lead change.
- Ability to think strategically, and simultaneously, the ability to develop detailed plans and guide implementation processes.
- Results-oriented problem solver with the flexibility to quickly adapt in order to achieve the best outcomes for the organization.
- A continual learner, inquisitive, with an understanding of how to translate financial and accounting information to different audiences in a succinct and easily understood manner.

- Excellent prioritization, planning, and organization skills, working with multiple projects and systems simultaneously.
- Experience managing an accounting team that handles a large volume of transactions under tight deadlines.
- Knowledge of Business Policy and Governance administration, with experience working in a firm receiving contracts with the state of California very helpful.

**Benefits:**

Medical 100% Employer Contribution for Employee / 80% Dependent, Dental & Vision 80% Employer Contribution for Employee / 80% Dependent. 401k, 401k Matching, Life Insurance, Paid Time Off, HSA/FSA, and Flexible Schedules.

Job Type: Full-time

Individual compensation packages are based on various factors unique to each candidate, including skill set, experience, qualification, and other job-related experience.

**FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:**

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