

# CHILDREN'S HOME SOCIETY OF CALIFORNIA

## POSITION POSTING

**DATE:** February 18, 2025  
**FROM:** Beverly Tidwell,  
President and  
Chief Executive Officer  
**WORK LOCATION:** On-Site at Corporate Headquarters in Los Angeles, CA  
**POSITION TITLE:** Chief Financial Officer  
**CLASSIFICATION:** Exempt Position, Full-time

### **POSITION DESCRIPTION:**

Under the direction and supervision of Children's Home Society of California's (CHS) President and Chief Executive Officer, the Chief Financial Officer (CFO) is responsible for overseeing the financial strength and sustainability of the agency. This includes short- and long-term financial planning, budgeting, and compliance with funders and financial regulations. As a member of CHS's Executive Staff, this position is a vital member of the agency's leadership team. In this capacity, the CFO will be responsible for the following:

#### **Financial Strategy**

- Developing and implementing financial strategies aligned with the agency's Mission and goals
- Providing financial insight and recommendations to the President and Chief Executive Officer and Board of Directors to guide strategic decision-making

#### **Financial Management and Oversight**

- Overseeing the preparation and management of the annual agency budget, financial forecasts, and year-end financial reports
- Ensuring compliance with laws, nonprofit financial standards, and regulations
- Conducting business in compliance with regulatory authorities including, but not limited to, Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) Uniform Guidance, Internal Revenue Service (IRS), and the Franchise Tax Board (FTB)
- Oversee all tax filings and compliance requirements, ensuring the agency is in compliance with all relevant laws and regulations

#### **Contract Management**

- Managing contract development, negotiations, execution, and analysis to maximize financial performance and minimize risk
- Ensuring timely reporting, invoicing, and data collection
- Overseeing enrollment projections and multi-year forecasts to monitor contract income and expenses

#### **Accounting and Reporting**

- Leading and supporting designated staff in managing all aspects of the Financial Services Department, including general ledger, accounts payable/receivable, payroll, and compliance with tax and government reporting

- Developing, implementing, and overseeing strong internal controls to safeguard the agency's assets and contract funding, ensuring the accuracy and reliability of financial reporting, and preventing fraud or financial mismanagement
- Monitoring cash flow and liquidity to ensure financial stability and providing recommendations to optimize cash management and investment strategies

**Audit and Reviews**

- Leading the annual audit process and ensuring compliance with all local, state, and federal contract requirements and regulations
- Overseeing financial compliance reviews conducted by contractors and funders
- Managing relationships with external auditors

**Risk Management**

- Identifying and managing financial risks, including insurance risks, investment risks, and funding constraints, and recommending risk mitigation strategies

**Investment Management and Oversight**

- Monitoring the investment portfolio, ensuring that investments align with the Investment Policy Statement
- Regularly communicating with external investment advisors and providing transparent updates to the Board of Directors
- Overseeing the Bequest Program, ensuring that gifts from estates and planned giving are recorded and handled in compliance with relevant legal and accounting standards

**Leadership and Team Collaboration**

- Working closely with the President and Chief Executive Officer, the Chief Growth Officer, and other key staff to develop and execute the agency budget and financial priorities
- Presenting financial reports to the Board of Directors, Senior Management Staff, and stakeholders, offering insight into financial trends, challenges, and opportunities, and providing staff support to the Audit Committee and the Retirement Committee
- Facilitating department and program coordination, as well as collaboration with the Board of Directors, to execute seamless and effective execution of financial goals and opportunities
- Fostering a culture of collaboration, innovation, and continuous improvement across the agency
- Providing on-site, high level management support and leadership at Corporate Headquarters when needed
- Providing back-up and support to the President and Chief Executive Officer when needed
- As a member of CHS Management Staff, support the agency Mission, demonstrate leadership, and conduct oneself as a positive model for staff

**Other**

- Developing and proposing a staffing strategy to effectively meet the needs and objectives of the assigned areas of responsibility; mentor, train, and evaluate supervised staff
- Maintaining all records in a high-quality manner and within record protection, retention, and destruction guidelines
- Some evening and weekend work hours will be required
- Other duties and responsibilities will be developed and assigned as needed

**POSITION QUALIFICATIONS:**

- Advanced degree in business administration, finance, accounting, or related field from an accredited school preferred; Bachelor's degree required
- Certified Public Accountant preferred
- Minimum of 10+ years relevant experience in an executive level financial position; nonprofit experience preferred
- Proven track record of leading financial operations in a large organization
- Strong knowledge of nonprofit accounting, financial reporting, and regulatory compliance (e.g., GAAP, FASB, IRS, FTB, OMB)
- Exceptional leadership skills with experience managing and developing a financial services team
- Strategic thinker with the ability to translate financial data into actionable insights for leadership and the Board of Directors
- Excellent communication skills with the ability to present complex financial information in a clear and accessible way; exceptional public speaking, relationship building, and writing skills
- Experience with financial software and systems, including accounting software, budgeting tools, and financial reporting systems
- Strong attention to detail, problem-solving skills, and the ability to work under pressure to meet deadlines
- Commitment to CHS's core Mission, Vision, and Values, and an ability to model those Values in relationships with colleagues and the public
- Ability to travel via air, automobile, and surface transportation, including travel between Northern and Southern California and between CHS offices

**SALARY SCALE:**

The salary scale for this position is \$3,462.00 to \$4,423.00 per week. Advancement on pay scale is based on qualifications, such as experience and education, and eventual job performance. Excellent benefits are provided including, but not limited to, 100% employer paid medical, dental, and vision premium coverage for eligible employees and their eligible dependents, and 10% pension plan contribution for eligible employees.

**TO APPLY:**

Email Resume to Jennifer Ostergaard, [jennifero@chs-ca.org](mailto:jennifero@chs-ca.org), with the subject line "CFO Position"

**CLOSING DATE:**

Open until filled

**CHILDREN'S HOME SOCIETY OF CALIFORNIA IS AN  
EQUAL OPPORTUNITY EMPLOYER AND HAS A  
SMOKE-FREE/DRUG-FREE WORK ENVIRONMENT**