



**Pelayo Coll, Esq.**  
Board Chair

**Nilda I. Ruiz, MBA**  
President & CEO

## **APM Chief Financial Officer Job Description**

### **Summary:**

APM is seeking a Chief Financial Officer (CFO) to join our growing team. The chosen candidate will be responsible for taking on a leadership role in financial decision-making and operations that affects the agency. Reporting directly to the Chief Executive Officer (CEO), the CFO will provide strategic financial input to CEO and senior management, while keenly overseeing the overall accounting process. The CFO provides accounting, budgetary, operational and programmatic support to all agency programs and activities. The CFO directly oversees and supervises the financial/accounting/Information Technology/Asset Management staff and other departments as directed by the CEO. The CFO is the primary agency contact for all legal, contractual matters, proposals for new or extended programs and new business development. The successful CFO will serve as an active member of the Executive Management Team helping to develop and implement financial procedures to improve and maintain the financial health of the organization.

### **Essential Duties and Responsibilities:**

- Actively manage the day-to-day accounting and financial operations of the agency.
- Develop budgets for the agency as a whole, individual programs and new/proposed/expanded services, including the preparations of budget revisions as needed.
- Prepare, analyze and present monthly financial reports for the agency, its programs, and activities.
- Report on financial results and issues to the CEO and Board of Directors.
- Oversee and review the preparation of all program financial reporting required for funding sources.
- Manage the Billing, Accounts Receivable and Accounts payables functions/staffs and the integration of billing information from the Electronic Health Record system into the accounting system.
- Oversee the agency's banking activities and actively manage cash flow to ensure it meets agency needs.
- Manage the negotiation and execution of agency contracts with funding sources, vendors and collaboration with service providers.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results.
- Manage the agency's liability insurance program, including ongoing risk analysis. Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and maintain consistency with required quality levels.
- Serves as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.

### **Knowledge Of:**

- General accounting and financial reporting procedures in accordance with the city of Philadelphia Cost Standards, GAAP, and OMB Circulars A – 133 and A – 122.
- City of Philadelphia grant budgeting/reporting procedures and requirements.
- Human Resources related laws, regulations and practices.
- Payroll reporting and processing of payroll taxes.
- Employee benefits, including the management of health care and retirement plans.
- Current Health Care sector environment and trends.
- General office software, particularly Microsoft Office Suite, and accounting software packages.
- General accounting software, particularly Fund EZ

**Ability To:**

- Manage and oversee all aspects of the financial/accounting management functions.
- Create. Analyze and report on financial statements and budgets.
- Supervise staff, develop job descriptions and provide performance evaluations and improvement plans.
- Analyze and solve problems effectively and efficiently.
- Communicate effectively both verbally and in writing.
- Work well with, and be responsive to the needs of, internal and external customers, including the Board of Directors, funding sources, and other provider organizations.
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Engage finance committee and/or board of directors to develop short term and long term plans, projections and budgets.
- Represent Company to banks, financial partners, institutions, investors, public auditors and officials.
- Remain current on audit best practices as well as state, federal and local laws regarding company operations.
- Oversee all systems, databases and financial software. Provide regular maintenance and backup of all accounting systems and supervise company financial staff.
- Review and ensure application of appropriate internal controls and financial procedures.
- Ensure timelines and accuracy of financial and management reporting data for federal funders, foundations, investors and company's Board of Directors.
- Oversee the preparation and timely filing of all local, state and federal taxes returns.
- Work with Human Resources to ensure appropriate legal compliance.
- Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies.
- Oversee preparation of monthly, quarterly, and annual financial statements.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
- Explore new investment opportunities and provide recommendations on potential returns and risks.
- Maintain outstanding banking relationships and strategic alliances with vendors and business partners.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the organizations plans and operating budgets.

**Education and Experience:**

- Business Management Degree from an accredited college or university; with MBA degree preferred.
- Five to ten years of senior management experience in organizational operations in excess of \$25 million per year and over 100 employees.
- Managerial experience with non-profit social service and/or health care agency providing services under contract with states and cities.
- Experience working with Real Estate Community Development projects

**Other:**

- Must be highly ethical with a high level of integrity, self-motivated, dependable, reliable, detailed oriented, able to interface easily with staff, other senior management personnel and funding sources.
- Must possess a valid driver's license.
- Ability to work with multicultural personnel