



July 11, 2023

**POSITION ANNOUNCEMENT**

**CHIEF FINANCIAL OFFICER**

**COAST TO COAST LEGAL AID OF SOUTH FLORIDA, INC. (CCLA) is a Legal Services Corporation (LSC) funded, non-profit organization. CCLA provides free civil legal services to low-income and other eligible residents of Broward County and is located in Plantation, Florida, a suburb of Fort Lauderdale. CCLA is seeking to hire a full-time CHIEF FINANCIAL OFFICER.**

**Role & Responsibilities:**

The Chief Financial Officer (CFO) is a member of the Management Team and plays a critical role in developing and implementing the overall financial strategy for CCLA. The Chief Financial Officer (CFO) is responsible for leading the financial management of the organization and assists with all strategic and programmatic matters as they relate to budget management, fiscal/grant compliance and oversight, cost benefit analysis, forecasting needs and operates as the primary financial spokesperson for the organization. This position requires strong technical financial skills and planning, decision-making, excellent communication skills and prior supervisory experience. The CFO will recommend and implement high-level system changes, as appropriate, be responsible for finances and budgeting, and be knowledgeable about the day-to-day fiscal issues. The CFO will advise the Executive Director, Management staff, and the Board of Directors on financial and budgeting issues related to the management of the organization and will provide financial thought leadership to the Management Team.

CCLA has a budget of more than \$5 million, from multiple grants, including federal, foundation, and donor sources. We are highly regulated by the Legal Services Corporation and other funders.

The CFO must be able to adapt to a continually evolving environment and thrive in a collaborative and deadline-oriented workplace. In addition to top-notch financial management expertise, this position requires excellent leadership and management abilities. Communication and teamwork—with centrally-based financial staff and with those who have financial and grants and contracts management responsibilities are



critical, as is a commitment to promoting the organization's values and commitment to diversity, equity, and inclusion.

Specific responsibilities include:

- Financial and Operational Strategy & Management
- Support the vision of the Executive Director and help ensure ongoing alignment between financial, operational, and programmatic objectives.
- Provide regular reports, and as directed or requested, to keep the Board's Financial Oversight Committee and Management Team informed of CCLA's finances and the operation and progress of compliance efforts.
- Attend all Board of Director meetings and be the liaison to the Board's Financial Oversight Committee.
- Work with the board to set an annual budget, and select and engage outside consultants (e.g., auditors, investment advisors) as needed.
- Responsible for the overall operation of CCLA accounting, financial and grant systems.
- Oversee budgeting, budget implementation, tracking, and reconciliation to monitor progress and present status reports and narratives including financial metrics both internally and externally.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and audit requirements. Maintain internal control safeguards and coordinate all audit activities.
- Understand and monitor adherence to accounting rules and regulations, financial regulations of the Legal Services Corporation, and all other applicable regulations and rules for grants.
- Manage cash flow and forecasting. Optimize banking relationships and initiate appropriate strategies to enhance cash positions.
- Maintain records of all investments and be responsible for reporting on the investments to the Finance Committee and the Board.
- Oversee annual audit process and resolve queries of statutory auditors
- Serve as Fiduciary for CCLA's 403(b) plan.



### *Team Management & Collaboration*

- Mentor and develop fiscal and compliance team managing work allocation and workflow, training, problem resolution, performance evaluation, and the development of an effective team dynamic.
- Collaborate with the Management Team and their employees.

### Experience & Qualifications:

The CFO will be a seasoned leader with broad finance experience, ideally beginning in accounting, followed by experience leading the development and implementation of financial systems, policies, and procedures. They will have experience managing the finance function (accounting, budgeting, control, and reporting) and compliance functions within a diverse, division-based entity.

The CFO will have the following experience and attributes:

- A Bachelor's Degree and CPA are required; MBA preferred
- A hands-on, fully engaged, and roll-up-your-sleeves executive with integrity and a desire to work in a fast-paced and demanding environment
- Excellent and transparent written and oral communicator; able to engage in difficult conversations with sensitivity and thoughtfulness
- Strong analytical skills and experience translating a strategic vision into an operational model
- Deep understanding of and experience with non-profit audits and financial inspections
- Must have a thorough understanding of cost accounting, Legal Services Corporation's allocation methods, and best practices to ensure proper contract costing
- Experience partnering with Operations departments, including IT, to develop and manage financial management systems and tools
- A collaborative and flexible style
- An ability to communicate complex and nuanced financial information to non-financial professionals
- Commitment to the organization's mission and social justice
- Demonstrated commitment to diversity, equity, and inclusion
- Experience with unionized environments and/or law firms is a plus



This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a highly respected organization. We are seeking an individual of outstanding quality with an excellent track record. CCLA offers insurance, 403(b), and generous vacation benefits.

Hybrid work environment currently in practice.

Salary Range: \$120,000-140,000

Submit cover letter, resume, and three professional references to [CCLAemployment@legalaid.org](mailto:CCLAemployment@legalaid.org) by August 1, 2023. CCLA is an Equal Opportunity Employer.