



Position: Chief Financial Officer

Location: Summit, New Jersey

of Openings: 1

Who are we

Bridges is a rapidly expanding, leading non-profit organization specializing in ending homelessness. Bridges began as an outreach organization feeding people experiencing homelessness. Today, these outreach services are a gateway to forming relationships with our clients, allowing Bridges to offer individual case management services focusing on health, housing, and independence. This unique offering has contributed to our remarkable growth and is the differentiator that sets Bridges apart from other organizations. Our team has worked hard to build a reputation of meeting people where they are physically and mentally by consistently and effectively providing housing solutions, by growing our impact in Essex and Union counties, by continuously improving, and by focusing on exceeding the expectations of our clients, our service partners, our volunteers, and donors. If you have a startup mentality, are excited about helping people experiencing homelessness, and are passionate about impact-driven work, join Bridges as we strive to give all of our clients a front door of their own.

Position

Reporting to the President, the Chief Financial Officer will provide financial leadership, ensuring the organization's fiscal health and sustainability. This role will oversee all financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The Chief Financial Officer will work closely with the President and Board of Trustees to develop and implement financial strategies that support the organization's mission and goals.

As the leader of all financial elements of the company, the Chief Financial Officer will be a crucial partner to the president and leadership team, involved in strategic planning, evaluation, professional development initiatives, and planning for Bridges' expansion throughout New Jersey. The Chief Financial Officer will also be expected to represent the organization externally.

Specific responsibilities include:

Financial Management

- Develop and implement financial strategies that support the organization's mission and goals.
- Provide financial leadership for using and reporting restricted funding sources, including multiple public funding sources.
- The lead staff member on integrating Medicaid reimbursement into Bridges' revenue mix successfully connects significant programmatic activity with reimbursement income.
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis.
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other economic systems.
- Prepare and present financial reports to the President and Board of Trustees, providing analysis and recommendations as needed.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements.
- Manage relationships with external partners, including banks, auditors, and other financial service providers.
- Manage cash position and accounts receivable.

Budgeting and Forecasting

- Developed and oversaw the annual budgeting process, working closely with program managers and other stakeholders to set realistic and achievable budgets.
- Monitor actual performance against budget and provide regular updates and analysis to the President and Board of Trustees.
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making.

Strategic Planning and Leadership

- Work closely with the President and senior leaders to develop and implement strategic plans and goals that support the organization's mission and vision.
- Staff support for the Finance Committee, collaborating with other committee members to provide strategic financial guidance and support to the organization.
- Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development.
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals.

Board Relations and Reporting

- Report on the organization's financial performance to the Board of Trustees, including regular updates on budget performance, forecasts, and economic risks and opportunities.
- Collaborate with the President and Board of Trustees to develop and implement financial policies and procedures that align with the organization's values and strategic goals.
- Represent the organization at internal and external events and meetings, providing financial guidance and support.

Tax Filing and Compliance

- Oversee all tax filings and compliance requirements, ensuring that the organization complies with all relevant laws and regulations.
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements.

IT & Legal

- Lead Bridges' technical support to design an IT plan for the future and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- In close partnership with the President, engage legal counsel as needed, either from the Board of Trustees or through outside counsel, for any matters that may arise warranting such support.

Qualifications

The Chief Financial Officer will have at least eight to ten years of professional experience, preferably managing the finance and administration of nonprofit corporations receiving significant public funds from diverse sources. They will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The Chief Financial Officer will have the following experience and attributes:

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance (CPA a plus)
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team