



Chief Financial Officer

Department: Finance

Relationships: Reports to President and CEO

Location: This position is located at the state office in Norristown, PA

FLSA Status: Full Time, Exempt, Salaried

Position Summary: A hands-on and participative C-suite executive position responsible for leading and developing the following areas: finance both local and statewide, strategic planning, business planning and budgeting, human resources strategy development (specifically in the areas of succession planning, talent management, organizational and performance management, training and development, and compensation), administration, risk management and IT. The Chief Financial Officer plays a critical role as a member of the Senior Leadership Team in strategic decision making and operations as SOPA continues to enhance its quality programming and service capacity. This is a tremendous opportunity for a seasoned executive finance and operations leader to help lead a well-respected, high-impact organization.

Principal Duties and Responsibilities:

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; prepare financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Manage financial reporting, processing and internal control for local programs utilizing on-line systems.
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Coordinate and lead the annual audit process, work with external auditors and the finance committee of the board of directors; assess and implement any required changes.
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Maintain banking relationships and work with Board investment committee on organization's investment portfolio.
- Oversee all facets of risk management programs and the maintenance of adequate insurance protection.
- Effectively communicate and present critical financial matters to the board of directors.

Human Resources

- Establish and implement HR efforts that effectively communicate and support the company's mission and strategic vision.
- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits organization wide.
- Promote inclusion in the workplace and reinforce our position as an equal opportunity employer
- Evaluate and oversee all employee benefit programs, thus providing the most competitive and cost effective packages for SOPA employees.
- Manage the 401K plan, including the administrator role, 5500 reporting, and ensuring that plan document is current and available to staff.
- Ensure compliance with SOPA harassment, whistle-blower, and discrimination policies, including annual training, properly handling complaints and violations.
- Optimize the annual performance review process by enhancing usage of Success Factors to achieve continuous performance review.
- Work closely with the Office and HR Manager to ensure policies and procedures are current and revised as necessary.

Administration

- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as SOPA offices to ensure efficient and consistent operations as the organization scales.
- Negotiate leases for all sites and assess current and anticipated space needs.

Information Technology

- Coordinate organization's IT infrastructure and assure that appropriate technology and software is implemented and maintained.
- Work with IT services provider to ensure all software and licensing is current.
- Ensure that a long-range equipment and software replacement and upgrade plan is in place. Ensure major software and equipment costs are budgeted.
- Work with IT services provider to ensure cyber-security needs are managed appropriately.

Regional Responsibilities

- Provide leadership for the Reorganization Team through completion of the reorg process.
- Work with the assessment team to ensure ongoing success of regionalization.
- Develop and maintain financial reporting for the regional structure.
- Manage regional reserve funds to ensure proper account activity distribution monthly.
- Work with regional staff to develop and monitor the success of annual budgets.
- Ensure that regional financial goals align with the strategic plan.
- Provide oversight of regional HR and office management functions.

Strategic Planning

- Manage the current strategic plan progress via Success Factors and working with SOPA leadership.
- Report progress to the board of directors at each board meeting.
- Create a team to develop the next strategic plan during the final year of the current plan.

Risk Management

- Oversee all insurance renewals working with SOI and local carrier and ensure that SOPA has adequate coverage.
- Handle all facets of risk management programs for all SOPA programs.
- Work with legal counsel to proactively avoid issues and incidents where possible and manage complaints and incidents that may arise at SOPA sanctioned activities.

Qualifications

- Minimum of a Bachelor's degree in accounting, ideally with a CPA or related degree.
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience.
- Prior experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a small business or significant program area, and has preferably overseen a human resource and IT function previously.
- Strong supervisory and leadership skills.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants financial management and reporting.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent verbal and written communication and relationship building/interpersonal and conflict resolution skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Self reliant, good problem solver results oriented.
- Personal qualities of integrity, credibility, and dedication to the mission of SOPA.

Application Instructions

Serious applicants will email careers@specialolympicspa.org with: a letter of interest, resume, salary history, references, and salary requirement.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

EEO/M/V/H/V

Organization Description

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to more than 20,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. Its Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitude. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join "The Inclusion Revolution," visit www.specialolympicspa.org.