As a member of the BRIDGES leadership team, the CFO/COO is responsible for stewardship of the assets of BRIDGES, including financial, physical (The Jim Boyd BRIDGES Center), and administrative and building staff management to best serve the organization’s mission.

**ESSENTIAL FUNCTIONS:**

**Strategy, Vision and Leadership (40%)**
1. Lead and oversee BRIDGES’ financial operations, including its financial infrastructure, policy development and execution, reporting, audits, accounts receivable, accounts payable, payroll, contract management, and financial relationships.
2. Advise the leadership team on all financial matters relating to strategic short- and long-term planning, budgeting, cash flow, investment priorities, and policy matters.
3. Serve as the management liaison to the BRIDGES Foundation Board and BRIDGES USA Finance Committee; communicate effectively and present critical financial information and initiatives at select board of directors and committee meetings.
4. Contribute to the development of BRIDGES’ strategic goals and objectives as well as the overall management of the organization.
5. Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
6. Represent the organization externally, as necessary, particularly in financial negotiations.

**Team Leadership and Development (30%)**
1. Oversee, direct, and organize the work of the finance and building administration staff.
2. Establish, monitor, and evaluate the work and performance of finance and building administration staff: develop performance goals, set objectives, establish priorities, assign accountabilities, conduct periodic/annual performance reviews.
3. Establish development goals and evaluate progress; mentor finance and building administration staff using a supportive and collaborative approach. Ensure direct reports receive timely and appropriate learning and development.
4. Promote a culture of high performance and continuous improvement that values ongoing learning and a commitment to quality.

**Operations (30%)**
1. Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
2. Plan, coordinate, and execute the annual budget process, external financial audit process, and 990 and required state filings.
3. Oversee/Ensure that BRIDGES is adhering to the strategic plan in areas of finance and administration.
4. Improve administrative and operational accounting services such as treasury management, retirement plan, grants payment processing, payroll, accounts payable, and purchasing.
5. Manage contract records and provide financial statements for grant applications and reporting purposes.

MINIMUM QUALIFICATIONS
1. Undergraduate business, finance, or accounting degree from an accredited college or university
2. Minimum of seven years of finance or accounting experience
3. Five or more years of direct people leadership experience
4. Experience creating financial statements, models, reports, and other such documents
5. Experience working with auditors and managing internal audits
6. Hands-on experience working with a variety of financial and/or accounting software packages and payroll management systems, specifically Blackbaud and ADP
7. Excellent working knowledge of Microsoft Office and Google products

PREFERRED QUALIFICATIONS:
1. CPA preferred
2. 10 years or more of experience in nonprofit finance and accounting gained in a high-growth organization
3. Seven or more years of experience as a people leader
4. Five years of experience either as an employee or board member of a nonprofit organization; familiarity with nonprofit finance and accounting regulations
5. Salesforce and other customer relationship management (CRM) systems knowledge
6. Technical proficiency, oversight, and problem-solving skills related to: Financial and IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications)
7. Proven track record of success facilitating progressive financial and operational organizational change and development within an established, growing organization

REQUIRED BEHAVIORS & CHARACTERISTICS:
1. Great and consistent concern for maintaining integrity, confidentiality, quality and professionalism in all spaces
2. Superior management skills; ability to influence and engage direct and indirect reports and peers
3. Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
4. Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives
5. Interpret and disseminate information clearly and effectively; organize and work independently as well as in a team environment in order to meet project goals and deadlines
6. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with youth participants, board of directors, and staff at all levels
7. Self reliant, good problem solver, results oriented
8. Ability to operate as an effective tactical as well as strategic thinker
WORKING CONDITIONS:
Work is performed under the leadership of and collaboration with the President/CEO and with board supervision; requires specialized training, experience, and knowledge.

1. Work hours are 8:30 am – 5:00 pm to include some evenings and weekends as needed.
2. Work is performed at BRIDGES Center and other locations as needed.
3. Must have dependable transportation to travel to and from meetings and events.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

BRIDGES strives for a workplace that is diverse and inclusive. We encourage qualified individuals of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, and veterans.

To Apply:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=bc2f2b0-f189-45bb-ada4-86a0e12c7d9e&ccId=19000101_000001&jobId=429918&source=CC2&lang=en_US