



**Job Title:** Chief Financial Officer  
**Department:** Finance and Human Resources  
**Schedule:** Monday – Friday, 9:00 AM to 5:00 PM Daily  
**Supervisor:** Chief Executive Officer  
**Status:** Full-time, Exempt

## ABOUT NEW AMERICAN PATHWAYS

New American Pathways' mission is helping Refugees and Georgia thrive.

Our vision is to promote safety, stability, success, and service for individual refugees and refugee families in Georgia. We offer five distinct program areas that focus on jobs, education, cultural integration, individual and female empowerment, and building strong families. All of these programs are enhanced through the service of a 16-member AmeriCorps team and hundreds of volunteers.

Through our diverse programming and funding streams we are able to provide services to new Americans from arrival through citizenship. Originally founded in 1997, New American Pathways increased the size and scope of its services in 2014 through a merger with another refugee serving organization. The merger helped to create a stronger organization with a five million dollar annual budget that is able to withstand a changing political landscape.

## GENERAL DESCRIPTION

Reporting to the Chief Executive Officer, this critical position is responsible for the oversight of New American Pathways' financial, accounting and human resources activities. The CFO is directly involved with the preparation and delivery of fiscal records, financial reporting, annual budgets, insurance, general accounting and treasury activities and oversees the Human Resources Manager. This position is intended to ensure that New American Pathways meets its financial goals and objectives.

## KEY RESPONSIBILITIES

### Essential Job Functions:

- Maintains and optimizes New American Pathways' accounting system; works closely with the Controller to oversee funding sources, restrictions, and availabilities and monthly financial reporting.
- Maintains adequate financial and operating controls to assure safeguarding the assets of the organization.
- Monitors operating results against budgets and contractual guidelines.

- Oversees the development of departmental and grant budgets; and assures adequate expertise on staff of grant financial and reporting compliance.
- Responsible for the annual budget of the organization; and assuring that the budget is reviewed by the Finance Committee and approved by the Board of Directors.
- Works closely with the Finance Committee to assure adequate oversight of the financial activities of the organization.
- Maintains the financial integrity of the organization and oversees the growth and activities of the organization's financial reserves.
- Prepares or oversees the preparation of monthly or bi-monthly financial information presented to the Finance Committee and Board of Directors.
- Prepares or oversees the preparation of monthly financial information presented to Executive Management and Operating Managers.
- Ensures compliance with federal, state, local, and programmatic guidelines, and regulations.
- In conjunction with the Controller oversees the annual external financial audit, preparation of the audit report and completion of IRS Form 990.
- In conjunction with the annual financial audit assures that the Audit Committee meets with the external auditor, and reviews and approves the audit.
- In conjunction with the Audit Committee periodically reviews the need to continue with or change the organization's external auditor.
- In conjunction with the Controller prepares, verifies and presents routine and ad hoc reports related to use and receipt of grant monies, defined funds and overall organization performance.
- Collaborates with other organization departments to assist in administration of insurance policies; assists in evaluating insurance products to ensure they meet New American Pathways needs and contractual obligations.
- Works closely with the Human Resources Manager to assure that all employment practices are in compliance with applicable laws and regulations.
- Works directly with the Human Resources Manager to analyze alternative employee benefits packages and recommend the most effective solutions to Senior Management.
- Oversees the preparation and submission of semi-monthly payrolls by the Human Resources Manager and approval of the payrolls by the CEO.

## **SKILLS AND COMPETENCIES**

- Has a passion for New American Pathways' mission and service to the community.
- Master's Degree in Business Administration, CPA or equivalent.
- Strong knowledge of GAAP, preferably demonstrated by certification.
- Minimum 5 years' experience supervising staff in non-profit finance and accounting.
- Minimum 5 years' experience in grant oversight, budgeting and monitoring compliance.
- Familiarity with non-profit accounting software. Abila MIP software a plus.
- Demonstrated core competency skills in MS Windows, MS Excel, MS Word, PowerPoint, and Outlook.
- Has the ability to review large amounts of data and interpret its significance for the CEO and senior leadership of the organization.
- Ability to advise the CEO on a variety of matters, including strategic planning, cost savings, financial alternatives and preferred benefit options.
- Ability to present financial data in easily understood terms to the Board, Senior Management and Operating Managers.
- Detail oriented with strong analytical abilities and skills. Strong organizational skills.

- Ability to identify and resolve system and management level issues.
- Adapts easily to working in a dynamic and changing environment.
- Self-starter, takes initiative, recognizes a sense of urgency.
- Excellent interpersonal skills and ability to successfully interact with a diverse staff from a variety of cultural, ethnic, religious and educational backgrounds.
- Excellent verbal and written communication skills.
- Must submit to a criminal background check.

## COMPENSATION

This is a full-time, salaried position. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

***New American Pathways is an Equal Opportunity Employer.***