



JOB DESCRIPTION

Vice President, Chief Financial Officer

EEO Title: Professional
FLSA STATUS: Exempt
REPORTS TO TITLE: **President**
DEPARTMENT: Finance
DATE PREPARED/REVISED: October 2023

Is God calling you to work with St. Mary Development Corporation?

Job descriptions don't convey what it's actually like to work at an organization. So, let's start with the fact that in 2023, 100% of St. Mary team members said they would recommend St. Mary as a good place to work. Our team members say things like:

"I would honestly say that this is one of the healthiest work environments I have ever worked in."

"I love that I am able to see how our mission helps the people we serve everyday."

"St. Mary provides a work environment that is both challenging and rewarding. You are able to thrive in your position with a supportive management team to help along the way; granting opportunities to employees to help further advance an ever-expanding company."

When we asked our team members to share words that describe us, they say things like "teamwork," "transparent," "visionary," "innovative," and "humble." We're a faith-based nonprofit that is both sophisticated in business decision-making while embracing the lives of those we serve. Many of our team members come from the private sector. We're the type of organization you'll want to grow with for a long time.

Our numbers are impressive. With 20 team members and scores of strategic partners, we've created 70 affordable apartment communities with nearly 5,000 units and half a billion in investment. We're a leader in the intersection of housing and healthcare. While the average income of our residents is only \$12,400/year, 84% say their quality of life is good or very good. If you already work in our industry, it's likely you've heard one of our team members speak at a state or national conference.

If this description of St. Mary Development piques your interest, here's what we're looking for in a **Vice President, Chief Financial Officer**.

The Vice President, Chief Financial Officer helps St. Mary achieve its Strategic Plan through the management and direction of the Finance Department. The CFO directs and oversees the financial activities of St. Mary, including the preparation of financial reports, summaries,

forecasts, and dashboards. The CFO position includes both long-term strategic and short-term operational tasks.

The CFO facilitates active cooperation and communication between the Finance Department and all other Departments and is on constant look-out for new opportunities, anticipates necessary operational changes, and leads his/her department in a proactive manner. The CFO proactively creates and implements dashboard reporting processes that keep the President and other Vice Presidents apprised of progress towards goals, setbacks, and compliance without requiring others to become immersed in the operational details of the Finance department.

Essential Job Function / Responsibilities:

- Proactively leads the Finance department, including preparation of all financial statements (income statements, balance sheets, tax returns, and governmental agency and foundation reports).
- Proactively manages financial aspects of real estate development and asset management, including construction cost accounting, construction draws, closings and compliance reports.
- Monitors finance department workflow to ensure that both routine work and special projects are completed in a timely manner. Proactively facilitates cooperation between the Finance department and other departments.
- Monitors budget monthly, providing reports to department managers and Board. Leads successful annual budgeting process. Compares revenue projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.
- Manages cash levels and credit lines to meet organizational goals.
- Works with other department heads to monitor each department and make recommendations for improvements. Analyzes operations to identify opportunities and risks.
- Works with the President and other senior staff to coordinate strategic planning and establish priorities for the planning process. Reviews planning process and suggests improvements to current methods.
- Studies long-range economic trends and projects their impact on future growth in revenue and expenses.
- Assures the finance department is staffed to accomplish all assigned work and proactively predicts future workload changes. Recruits, interviews, hires, and trains new staff in the department
- Creates and implements dashboard reporting processes.
- Performs other related duties as assigned.

Qualifications:

- Master's degree in Business Administration, Accounting, or Finance preferred.
- Certified Public Accountant designation preferred.
- Eight to ten years of experience in financial management required.
- Five years of experience in finance for a nonprofit organization preferred.
- Experience with real estate development finance and especially affordable housing development highly preferred.
- Experience using Great Plains accounting software (Microsoft Dynamics) preferred.

Competencies:

St. Mary's culture and environment is very collaborative and positive. We do not tolerate drama. We expect all staff to have significant technical/professional skill for their position and to also possess the following characteristics:

- **Adaptability:** You are expected to change your behavioral style or method of approach when it's necessary to achieve a goal.
- **Initiative:** You need to recognize opportunities for improvement and initiate actions to capitalize on them.
- **Professionalism:** You need to build and maintain respect and trust with co-workers and clients through image, communication style, accountability, reliability, dependability and knowledge.

The competencies listed above are not trivial. If you do not fully embrace adaptability, imitative and professionalism, you won't be a good fit at St. Mary. Competencies make up 50% of annual performance review ratings.

Regarding technical/professional skills, we expect:

- Excellent in working under pressure and within tight deadlines.
- Excellent management and supervisory skills.
- Excellent interpersonal skills, with ability to adapt style to the situation or individuals involved.
- Comprehensive knowledge of financial principles and practices.
- Excellent analytical and organizational skills.
- Excellent verbal and written communication skills.
- Proficient in database and accounting computer application system.
- Proficiency in working both independently and collaboratively toward a goal.

- Proficiency with Microsoft Office Suite or related software.

Physical Requirements:

Must be able to perform the essential functions of this position with or without reasonable accommodations.

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of work-related tools, being able to fully utilize a computer, printer, facsimile, scanner required.
- Occasional lifting/carrying, raising/lowering an object from one level to another up to 15 lbs. required.

Environmental Conditions:

Work is generally performed in an office environment with adequate lighting and controlled temperature – frequently.

Travel Requirements:

Occasional local travel required; 2 overnight trips per year, typically for training or trade events.

Compensation & benefits:

- Competitive pay with an annual bonus program
- Health and dental paid 90% (ICHRA plan)
- HSA with an annual contribution
- 401(k) with matching
- Basic term life insurance paid 100%
- \$55 Monthly cell phone stipend
- Mileage reimbursement
- DCFSA
- Short-term disability insurance
- Competitive PTO
- Open-door communication at all levels
- Commitment to training, growth, and ongoing education

Note: *These are our benefits as of 2023. We review benefits every year to adapt to the changing needs of our team and the external business environment.*

So, let us ask again: Is God calling you to work with St. Mary Development Corporation? If so, we'd like to hear from you.