



Job Opportunity

Child & Adolescent Behavioral Health

Position: Chief Financial Officer

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Chief Financial Officer.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

Job Descriptions/Duties

The Chief Financial Officer position is responsible for the administrative, financial, and risk management operations of the Company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. Primary responsibilities are:

Planning, Policy, and Investor Relations

- Assist in formulating Child and Adolescent Behavioral Health's (C&A) future direction and supporting tactical initiatives.
- Monitor and direct the implementation of strategic business plans.

- Develop financial and tax planning strategies.
- Manage capital request and budgeting processes.
- Develop performance measures that support C&A's strategic planning.
- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Attend C&A's Operations Committee and full Board meetings.
- Review Board Policies related to finance and make recommendations for any additions or revisions.
- Represent the company to financial partners, including financial institutions, investors, auditors, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Participate in agency strategic planning.
- Lead in the preparation of annual audit, 990, and File 403b 5500.

Accounting and Administration

- Participate in key decisions as a member of the Executive Management Team.
- Supervise the finance and billing department staff.
- Maintain in-depth relations with all members of the Management Team.
- Manage the accounting, tax, and treasury activities.
- Oversee all financial operations.
- Provide excellent internal and external customer service.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state, and local funders, foundations, and C&A's Board of Directors; oversee the preparation and communication of monthly and annual financial statements to C&A's Executive Staff and Board of Directors.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance.
- Work closely with Program Managers to develop annual budgets.
- Oversee C&A's transaction processing systems.
- Attend internal Leadership Council, Executive Team, Chief Officer Group and Clinical staff meetings.
- Participate in other meetings or teams as needed.

Finance

- Oversee the issuance of financial information.
- Personally review and approve all internal and external financial statements including borrowing base calculations and Board package information.
- Report financial results to the Management Team and Board of Directors.
- Oversee cash flow planning and ensure availability of funds as needed (13 week cash forecast).
- Oversee cash, investment, and asset management.

- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and financial analyses to provide insight into the organization's operations and business plans.
- Monitor cash balances and cash forecasts, including the weekly borrowing base calculations and 13 week cash forecast.
- Arrange for debt and equity financing if necessary.
- Invest funds if applicable.

Qualifications

- Four year degree in business administration with a major in accounting or equivalent experience.
- At least five years of experience in a financial lead role or equivalent, preferably in a nonprofit organization with a budget of at least \$5 million.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting.
- Experience working with information technology staff to manage finance, practice management, electronic health record and accounting software packages.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent organization skills.

Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise. We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- 2022 Top Workplace for Non-Profits in Northeastern Ohio by Cleveland Plain Dealer/cleveland.com
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

Location

We have four locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township.

Salary Range/Compensation: Based upon agency supervisory salary ranges and performance evaluations.

Hours: Full-time. Some evening/Saturday hours required.

Location: This position is at the Shipley office.

Send resume/apply to: recruiting@childandadolescent.org

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