**Position Profile**

**Chief Financial Officer**

**Rural Community Assistance Corporation**

West Sacramento, CA

Rural Community Assistance Corporation seeks an experienced, effective and strategic leader as its next Chief Financial Officer. Rural Community Assistance Corporation (RCAC) provides training, technical and financial resources and advocacy to enhance opportunities in rural communities.

### The Organization

Founded in 1978, RCAC is a multi-state nonprofit organization that builds the capacity of existing and creates new agencies that serve low-income people living in the rural west. RCAC gives small rural and tribal communities and other local agencies the tools necessary to improve their quality of life.

RCAC provides a wide range of services, including technical assistance and training for environmental infrastructure; affordable housing, and economic and leadership development; and community development finance. These services are available to a variety of Western communities and organizations, serving areas with fewer than 50,000 people.

Our programs and services include:

Affordable Housing: RCAC helps organizations develop, finance and operate affordable housing. In 2013, RCAC became an affordable housing development partner in select communities where existing organizations do not have the resources or capacity to engage in development activities on their own. We offer homeownership services, development assistance, and rural planning and capacity building.

Water and Waste: **RCAC provides assistance to small municipal and nonprofit water systems, wastewater systems and solid waste management programs in 11 western states. We offer small communities capacity building, technical assistance, training, access to resources and advocacy to manage and operate safe and sanitary drinking water systems.**

**Loans: RCAC operates a loan fund to provide financial resources to rural communities. We are a certified Community Development Financial Institution (CDFI), and provide housing, environmental, community facility, green and small business loans.**

**Conference Management: RCAC provides partners with comprehensive meeting management services that include** specialists who coordinate conferences, training events, meetings and retreats. We offer contract negotiation, budgeting, site selection, registration, marketing materials, and onsite management to insure the success of partner events.

Trainings and Events: RCAC organizes its own training and events, including board management, water distribution, wastewater treatment, and other relevant community topics.

**Community Development: RCAC’s community development services help communities create a vision, set goals and implement an action plan for projects.**

**Green Services:** RCAC offers green services related to infrastructure development, green lending, training and planning.

RCAC is governed by a geographically diverse 13-member board of directors. Headquartered in West Sacramento, RCAC serves 13 western states, with an estimated annual budget of approximately $15M. RCAC currently employs nearly 100 staff – located in 12 states -- with a West Sacramento-based senior management team that includes the CFO, and the directors of Human Resources; Lending and Housing Development; Community and Environmental Services; Communications, Development and Events; and Information Technology. The incumbent CFO is retiring in June, after 15 years of service. For more information, please visit our website at [www.rcac.org](http://www.rcac.org).

### The Position

Reporting to the Chief Executive Officer, the Chief Financial Officer (CFO) serves as the financial advisor to management on a wide range of issues including budget, audit, revenue and expenditures, information technology, government and contracts management, and internal and external financial risks. The CFO leads the customer service-oriented finance department that supports staff in 12 states and supports related development and lending organizations, each with separate budgets and funding/reporting cycles. Direct reports include a Controller and the Director of Information Technology. The Controller supervises a team of seven finance and administrative staff, as well as a team of five grants and contracts administration staff. The Director of Information Technology supervises a team of three.

One of the most immediate challenges facing the CFO will be working with the team to identify and implement new software, including effort reporting/time keeping, SharePoint, and loan management systems. In addition, RCAC owns and manages its office building. Reconfiguring leases with existing and future tenants to accommodate RCAC’s growth will be another short-term priority.

**Key Responsibilities**

* **Oversee Government and Contracts Administration** to insure compliance with all aspects of federal and state grants, including audit, cost reasonableness, indirect cost rates and reporting. Approximately two-thirds of RCAC’s annual revenue comes from government grants and contracts.
* **Inform and advise** the Chief Executive Officer and the Board of Directors on financial matters relevant to the governance of the organization, and advise senior management on short- and long-term strategic financial decisions.
* **Protect RCAC assets** by using business and financial expertise to assess risk in potential programs and organizational commitments, produce and disseminate superior financial information, maintain internal controls and other safeguards.
* **Develop and maintain financial management information systems** that are responsive to user and customer needs including, but not limited to: financial general ledger (and subsidiary ledgers); grants; contracts; and loan databases that facilitate proper project management and meet reporting requirements of funders, loan fund investors and borrowers.
* **Provide and maintain the technology platform**, including software and hardware that enable RCAC staff members to effectively do their work, and provide efficient service to RCAC customers.
* **Develop and prepare business plans, budgets** and other necessary financial documents. Lead the budgeting process and develop cash flow projections. Assess and advise the Board and senior management team on the financial implications of various loans, investments, projects and business ventures.
* **Lead and manage** strong, results-oriented, highly effective, and professional teams to achieve financial, grants and contracts, and information technology goals.
* **Effectively communicate** with internal and external stakeholders including clients, funding sources, other rural resource providers and regulators. Communication includes participation in conferences, writing articles and conducting workshops.
* **Provide fiduciary information, expertise and information about ERISA and DOL** to senior management and the RCAC Retirement Committee related to RCAC sponsored 403(b) and 457(b) plans. TIAA-CREF is the record keeper and primary custodian of both plans.

RCAC’s finance and accounting staff utilize a variety of tools to support their work. The current accounting system is Great Plains and the budgeting software is Maestro. A Lotus Notes system is currently used for effort reporting, time keeping, and expense authorization. That system is scheduled to be replaced in 2015. RCAC uses the services of TriNet, a professional employment organization (PEO), which creates a dual employer status for RCAC employees. RCAC is subject to OMB A-133 audit requirements and completes the A-133 requirements in conjunction with its annual financial statement audit and 990 reporting process. The organization has a predetermined indirect cost recovery rate and is currently in year two of a four-year NICRA agreement. Throughout RCAC’s financial system, the CFO is expected to comply with appropriate Federal, State and GAAP accounting regulations.

**Experience and Attributes**

Highly qualified candidates will bring the following experience and attributes:

* 10+ years’ progressive leadership experience in an accounting department or other financial environment, preferably with nonprofit or government organization of similar size.
* Knowledge of government procurement, compliance, and contracting regulations, as well as Federal funding systems, policies and procedures including Treasury, Office of Management and Budget, and General Accounting Office.
* Leadership presence and ability to work well with the CEO and Board.
* Ability to craft reports tailored to a wide variety of audiences, including private and government funders, board members, and program managers.
* Ability to present written and oral financial information at Board and senior management meetings.
* Excellent organizational and decision-making skills, with a history of prioritizing work for staffs and departments and ability to motivate and lead a team.
* Working knowledge of accounting for overhead and indirect cost rate negotiation.
* Nonprofit fund accounting expertise preferred.
* Experience with computerized financial systems; prior experience identifying and implementing a new financial accounting system a plus.
* Track record of successfully overseeing efficient, accurate and timely quarterly closings, annual audits, and production of financial statements and reports.
* Experience working with defined contribution, 403(b), and deferred compensation, 457(b) plans preferred.
* Experience managing community development and lending risks preferred.
* Bachelor’s degree in accounting or related field.
* CPA preferred.

Salary will be competitive and commensurate with experience.

### Application Process

To apply, e-mail resume, cover letter and salary requirements to: RCAC@raffa.com (e-mail applications are required). For other inquiries contact Peggy Sand at [psand@raffa.com](mailto:psand@raffa.com).

**RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law. RCAC strives to reflect the diverse constituencies that the organization serves.**