

# Los Angeles Mission, Inc.

## Job Description

### **TITLE:**

Chief Financial Officer (CFO)

### **ABOUT THE ORGANIZATION:**

Do you want to join a world leader among missions that provide for the poor, restore the addicted, and eliminate homelessness?

Los Angeles Mission exists to provide **help, hope and opportunity** to men, women, and children in need. Join us and help transform lives.

We offer services to those in need in love, by offering hope, mercy, and compassion. Our organization exhibits strong Christian discipleship, equipping, and training, and we help people overcome addictions through prayer, medical treatment, and deep, abiding, healthy relationships. We are at work in the community assisting people in overcoming homelessness with personal healing, educational assistance, housing, and employment.

Los Angeles Mission is looking for candidates who want to join an organization making immediate and long-lasting impacts in our community, and who are dedicated to touching the lives of those around us.

### **ABOUT THIS POSITION:**

**Department:** Accounting  
**Reports To:** CEO/President  
**FLSA Status:** Regular, Full Time, Exempt  
**Location:** Los Angeles, CA

### **SUMMARY**

Los Angeles Mission has an opening for an experienced and motivated Chief Financial Officer (CFO) to oversee all financial operations within the organization. The successful candidate will demonstrate Christ-like behavior and attitude in all job duties and responsibilities and be responsible for managing the accounting responsibilities and reporting for every department. You will work with the CEO to develop and oversee the implementation of financial procedures and strategies and play an important role in the overall management of the organization. We are seeking someone that is highly analytical, has at least 5-10 years of experience in financial roles, and is a proven leader. Prior experience in the non-profit industry is strongly preferred.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Set and implement quarterly and annual goals for each department
- Offer leadership and guidance to help teams successfully complete objectives
- Give recommendations for improving the financial performance of the organization
- Work with the CEO to develop financial strategy for the organization
- Create financial reports and analyze trends in revenue and expenses
- Develop departmental budgets and ensure they are followed
- Directly supervise and evaluate the Controller and Director of Budget

## **POSITION REQUIREMENTS**

- 5-10 years of leadership and financial experience, or equivalent combination of education and experience
- Bachelor's degree (B.S.) from four-year College or University in accounting or finance required
- CPA a plus
- MBA or equivalent degree strongly preferred
- Exceptional communication skills and the ability to collaborate with colleagues and motivate employees
- Advanced knowledge of accounting, finance, and budgeting principles and regulations
- Superior analytical and organizational skills
- Highly motivated and proactive
- Excellent written and oral presentation/communications skills

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **BENEFITS AND COMPENSATION**

Compensation depends on experience and qualifications within our pay grades. Benefits include paid sick and vacation time, medical, dental, vision, life, and LTD insurance, and retirement plan options.