



“Join our COMPASS Family.” We offer a rewarding career that provides an aggressive compensation package and excellent work life balance.

COMPASS Mission: Help Individuals and Families build better lives and a stronger community.

Chief Financial Officer – Youngstown- Warren, OH

Salary \$: Full Time (40 + hours per week); Competitive pay rate based on experience; includes comprehensive and generous benefits and leave package.

Shift: Dayshift, M-F primarily, but may include expanded hours based upon the organization needs of the Agency.

Responsibilities:

- Develops and implements agency administrative policy and procedures for all fiscal affairs; establishes accounting practices for the agency; develops and negotiates contractual agreements and purchases, signs checks and other agency documents; develops and maintains current and new funding sources.
- Responsible for financial forecasting and projections for agency programs and services
- Supervises entire fiscal operations with the Controller as main direct report.
- Prepares annual budget, implements, and monitors compliance on a monthly and annual basis; prepares financial reports and statements.
- Provides management services for fringe benefits and retirement programs; negotiates related changes; and as member of investment committees.
- Performs financial administration services for ancillary agency affiliated organizations (i.e., HUD/non-HUD apartments).
- Fosters teamwork throughout the organization and within areas directly supervised.
- Works with Agency Officers and Program Directors with operating activities to maximize financial performance of departments and assists to maximize financial performance to include revenue cycle generations throughout the Agency.
- Supervises facility management department and facilitates capital planning for COMPASS facilities and operational improvements.
- Other projects or duties as assigned by the President and CEO to include directly managing non-fiscal related operations and programs within the agency.

Qualifications:

- Minimum bachelor’s degree in business administration, MBA/CPA desired. Minimum of five years of management experience in accounting setting with progressive increase in responsibilities.
- Experience working with behavioral health organizations is preferred.
- High level skill set in Microsoft Office Products and accounting software packages is required.
- Working knowledge of electronic medical records systems is preferred.

- Critical and prospective thinking, ability to develop strong working relationships in a collaborative Team environment, and ability to think on their feet, be spontaneous, and move with a purpose.

Benefits:

- 401(k) that includes employer match
- Health insurance, Vision insurance, Dental insurance, Life Insurance and Short term/Long-term Disability
- Health savings account
- Paid time off and holidays
- Referral program

Miscellaneous requirements: Criminal background check; Pre-employment drug screen and Clear driving record.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/Human Relations Skills:

Must be organized and possess the ability to manage multiple priorities. Must demonstrate initiative and quality and accuracy of tasks performed. Possess the ability to perform duties and responsibilities independently. Must have strong verbal and written communication skills and be perceived as approachable and collaborative with staff, management, and community partners.

Exempt: Not eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER
SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veteran