



**Why CARE:** Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE's programs and services, and employment opportunities, please visit our website [www.careofsem.com](http://www.careofsem.com).

As a premier employer of choice, our goal is to not only provide Recovery Oriented Systems of Care, but to also be a Recovery Oriented Employer that values lived experiences. We are committed to fostering, cultivating and preserving a culture of diversity and inclusion. CARE of Southeastern Michigan offers an exciting and innovative environment with dedicated, caring, and good natured professionals focused on creating healthier lives and communities for the individuals and families in which they serve. We welcome & encourage those from diverse communities, including those with bilingual proficiency to join our dynamic team.

#### **Employment Perks:**

- Work Life Balance
- 10 Paid Annual Holidays
- We Value Lived Experience: Special Consideration During The Application Process
- 37.50 Hour Work Week
- Competitive Benefits
- Relaxed Dress Code
- Flexible Work Hours (approval required)

## **Chief Financial Officer**

*(Salary based on experience and qualifications: \$74,000 - \$80,000)*

#### **Minimum Qualifications:**

- Bachelor degree in finance, accounting, business management or related field is required.
- Five years of professional financial experience, and knowledge of nonprofit status requirements, including a proven track record in effectively managing organization finances and assets.
- Strong leadership talent and ability to translate financial terms and information for managers and staff.
- Solid, demonstrated financial analytical skills.
- High integrity; strong work ethic. Eye for detail, accuracy and completeness.

#### **Duties and Responsibilities:**

- Works as a strategic business partner with the Executive Team to maintain the agency's financial system and integrity by overseeing and completing all financial related requirements.
- Acts as the Corporate Compliance Officer.
- Oversee information technology infrastructure through the development of systems, policies and processes needed to manage the agency's current activities and projected growth under the direction of the Chief Executive Officer.
- Provides on-going, regular supervision to employees to ensure the following: tasks are completed accurately and timely; the professional development of staff; and agency policy and procedures are enforced.
- Ensures assigned paperwork is completed and maintained in accordance with funding source standards and CARE of SEM policy and procedures.
- Develops and implements agency financial policies, procedures, and processes.
- Directs management in short and long-term financial decision-making. Provides financial counsel to President/CEO and leadership.
- Designs and manages a budgeting process. Develop and maintain agency budget.
- Coordinates the agency audit process, including drafting of financial statements.
- Complete monthly financial reports, including billing reports for multiple funding sources according to set timeframes.
- Evaluate, document and recommend courses of action for internal, quality assurance, accreditation and compliance issues.