



JOB TITLE: Chief Financial Officer

REPORTS TO: Chief Executive Officer

SUMMARY : The CFO is a key organizational leader and strategic thinker with confidence and command of exempt organization accounting and disclosure principles. This position reports to the Chief Executive Officer (“CEO”) and is responsible for broad oversight and protection of the assets of the organization. As a member of the Executive Leadership Team, the CFO will collaboratively develop and implement the overall financial strategies of Crossnore, lead implementation of business continuity and process improvement, and have extensive knowledge of integrated financial management & accounting systems which ensures the proper accountability for funds administered through Crossnore Communities for Children & Crossnore Communities For Children Foundation. The CFO must also bring deep expertise in managing complex Medicaid and behavioral health revenue cycles—including payer contracting, billing and reimbursement, and denial management—as well as strong knowledge of child welfare funding structures such as Title IV-E, county contracts, and rate setting tied to state reimbursement models.

STATUS: Full Time, Exempt, Based in the Avery Location

PAY SCALE: Hiring Range: \$160,000 - 215,000 annually

QUALIFICATIONS

Education/Experience

- Bachelor’s degree required; Master’s degree in Business Administration or CPA credentials preferred.
- 10+ years of broad finance experience, ideally in accounting, followed by at least 7 years in financial leadership positions.
- Experience as CFO or equivalent, preferably in a nonprofit organization or related organization with a budget exceeding \$20 million.
- Extensive experience in:
 - Financial operations and risk management, financial modeling & forecasting, and pooled investment and donor advised funds.
 - Working with investment managers and Board Finance, Audit & Investment Committees.
 - Supervising senior staff and working collaboratively in a management team environment.
 - Healthcare, and behavioral health systems, specifically related to behavioral health billing and financial modeling.
- An equivalent combination of education and experience may be considered.

Skills/Competencies

- Extensive knowledge of accounting, billing, grant, fund and not for profit accounting, financial reporting, budgeting, cash management, investments, audit, tax, strategic planning, internal controls, risk management, data analytics, financial modeling, accounting system/software selection and conversion.
- Deep expertise in Medicaid reimbursement and behavioral health revenue cycles, including payer contracting, billing, denial management, cost-finding methodologies, encounter reporting, and managed care transition dynamics.
- Strong knowledge of child welfare funding structures such as Title IV-E, IV-B, state and county purchase-of-service contracts, foster care and residential rate setting, and allowable cost principles.
- Highly knowledgeable in FASB and GAAP accounting principles, ERISA and non ERISA retirement plans and the IRS requirements, and in both HR and Finance employee workflows and regulations, federal and state reporting.
- Strong understanding of exempt organization tax requirements and a proven track record of executive level accounting and finance oversight.
- Experienced in compliance with federal and state contract monitoring, and preparation for Single Audit and

- other regulatory reviews.
- Skilled in managing implementation of new systems, software and working with information technology staff.
- Executive presence to lead discussions at all levels and across functional disciplines with an ability to explain complex information to diverse audiences.
- Demonstrated capacity to connect financial data to program outcomes and to use data analytics for decision-making and advocacy.
- Demonstrated ability to operate well in crisis situations and is highly skilled in diversity, equity, inclusion and belonging operational knowledge.
- Ability to lead diverse & cross functional teams.
- Excellent interpersonal, communication and organizational skills, with the ability to influence and work well cross departmentally.
- Strong analytical, decision making and problem-solving abilities.
- Strong work ethic and hands-on approach to tasks.
- Motivated team player thought of as a leader and consensus builder who collaborates with others to achieve common goals.
- Demonstrated passion for serving children and the child-serving workforce.
- A positive attitude and ability to execute on assignments; Ability to laugh, be creative and have willingness to make and learn from mistakes.
- Valid Driver's License, and must be willing to travel to all locations.

JOB DUTIES AND RESPONSIBILITIES

Financial Strategy & Leadership

- Provides key leadership and direction for all strategic and day-to-day issues related to accounting functions, including accounts payable, payroll, general ledger, investment accounting, budgeting, forecasting & analysis, audit, and taxes.
- Supports the Chief Executive Officer and the Executive Leadership Team in developing and monitoring strategic fiscal planning to inform future decision-making.
- Develops organizational strategies to support both the short- and long-term goals of Crossnore finance operations.
- Defines Key Performance Indicators (KPIs) for Crossnore's financial operations, interprets results, and partners with leadership for implementation, including metrics tied to financial health, program impact, and operational efficiency.
- Provides regular financial reporting to the Board Treasurer, Finance and Audit Committees, the Crossnore Board of Directors, and the Crossnore Foundation Board.
- Provides monthly financial reports to the Executive Leadership Team and Finance Committee with quarterly updates to the full Board of Trustees.
- Coaches finance leadership staff members by providing ongoing goal setting, feedback, and professional development to encourage optimum performance.
- Supervises and directs the finance team and all financial operations for Crossnore.
- Oversight of the full Medicaid and behavioral health revenue cycle, including contracting, billing/claims management, authorization tracking, denial management, encounter reporting, and compliance with managed care and Tailored Plan requirements.
- Develops financial models tied to clinical/service capacity, units of service, and payer reimbursement rates.
- Collaborates with program leaders on payer mix strategies, rate negotiations, and readiness for value-based or outcomes-based contracts.
- Manages state and county purchase-of-service contracts, including foster care, residential, and community-based services.
- Oversees Title IV-E reimbursements, ensuring documentation, allowability, and audit readiness.
- Champions diversity, equity, inclusion, and belonging (DEIB) across financial operations and organizational strategy.
- Leads financial data governance and collaborates with IT to ensure cybersecurity, data integrity, and digital innovation in financial systems.
- Serves as a financial liaison with external partners, donors, regulators, and community stakeholders to promote transparency and trust.
- Monitors of state rate-setting processes and advocacy for cost-reflective reimbursement structures.

Accounting, Reporting & Compliance

- Prepares monthly, quarterly, and annual financial reports as required.
- Leads annual audits & tax preparation; works closely with audit and tax partners including overseeing the preparation of 990 returns (annually), NC Sales Tax Refund Report (semi-annually), and all 1099s.
- Leads and manages annual external financial audit preparations and 401K audit, reporting results to the Board Finance Committee.
- Ensures compliance with GAAP, FASB, IRS, and all applicable state and federal regulatory requirements.
- Constantly assesses all accounting systems to ensure legal and regulatory compliance.
- Develops, tests, and oversees an environment of strong internal controls across the organization, including

- property and inventory accounting.
- Generates and maintains a financial management system for child nutrition and other special funds' operations.
- Oversight of federal, state, and private grants, including compliance with Uniform Guidance (2 CFR 200), cost allocation, and deliverable reporting.
- Direct accountability for managing federal grants such as SAMHSA, ensuring programmatic and financial compliance, drawdowns, and audit preparation.
- Perform other related duties as assigned and within the scope of training and qualifications.

Risk Management, Systems, Technology & Business Continuity

- Leads a scalable, centralized approach to connect risk functions such as process and control owners, risk and compliance.
- Streamlines and integrates the audit, compliance, enterprise risk management, and business continuity planning processes.
- In conjunction with COO, negotiates coverages for Crossnore Communities for Children liability and property insurance.
- In conjunction with COO, leads and project manages due diligence for any new finance and accounting software in partnership with the Crossnore IT team.
- Manages the implementation of new systems, software, and workflows, ensuring smooth conversion and integration across departments.

Budgeting & Cash Management

- Directs and ensures quality assurance for the annual budget (capital and operating) and any appropriate amendments.
- Oversees the cash management system, including all aspects of signing and issuing checks, drafts, and warrants, as well as receiving/depositing monies and investing idle cash.

Culture, Talent & Organizational Health

- Promote a healthy, trauma-informed, inclusive workplace culture centered on collaboration, wellness, and accountability.
- Supervise and support senior leaders through coaching, performance management, and succession planning.
- Champion staff development and equity-centered leadership practices.

SOCIAL RESPONSIBILITIES

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with children and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, belonging and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
6. Promote a safe, secure environment in all areas of responsibility.
7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to improve professional skills.
10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
11. Ensure the provision of quality services through participation in Crossnore Communities for Children's Performance Quality Improvement (PQI).

DAYS/HOURS OF POSITION and WORK CONDITIONS:

Typical hours are 1st shift, Monday-Friday, with some weekend/evening hours depending upon department needs. Office based position, flexibility required to travel occasionally for necessary meetings. This position supports hybrid work arrangements and remote flexibility as appropriate for organizational needs.

PHYSICAL DEMANDS - Light

Position may require lifting to 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. May be required to ascend/descend stairs. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

_____ ***I understand that this job description does NOT constitute a contract for employment and that Crossnore Communities for Children may exercise its employment-at-will rights at any time.***

_____ ***I understand that this job description is a guide and not all-inclusive, and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.***

_____ ***I have received a copy of this job description and understand the responsibilities, and certify that I am able to perform the essential functions of this position as outlined in this job description with/without accommodations.***

Employee Signature

Date

HR Representative Signature

Date