



Job Title: Chief Financial Officer (CFO)  
Department: Crossroads for Women  
Supervisor: Executive Director  
Location: Crossroads for Women – 805 Tijeras Ave NW, Albuquerque, NM 87102  
Pay Range: \$55,000 - \$65,000 (dependent on experience), plus employer paid benefits  
FTE Status: Full-Time Exempt (40 hours per week)

*Job descriptions are intended to present a general list of tasks/duties performed by employees. Job descriptions are not intended to reflect all duties performed within the job. Nothing in this job description forms or is intended to form a contract of employment. Employment with Crossroads for Women is at will.*

#### ABOUT CROSSROADS FOR WOMEN

Crossroads for Women works to break destructive cycles and support women to build their lives. Crossroads for Women provides comprehensive, integrated services to support women working to break the cycle of homelessness and incarceration. Women receive support in building healthy, stable, and self-sufficient lives in the context of their family, community, and culture. Recognized by the New Mexico Legislature for outstanding services to the community, Crossroads for Women operates on a \$2M annual budget, with a staff just shy of 40 people and many community volunteers in four locations across central New Mexico.

#### POSITION SUMMARY

Under general supervision of the Executive Director and in a collaborative leadership role in the organization, the Chief Financial Officer (CFO) oversees all financial matters of the organization. This position requires a high degree of independent decision-making. Plans and oversees finance department and in collaboration with the Executive Director, participates in budget planning, development and financial forecasting. The CFO ensures the organization and its staff is in compliance with the agency financial policies, funding requirements pertaining to fiscal accountability, and generally accepted accounting principles.

#### REQUIREMENTS

##### Education

- Bachelor's degree in Accounting or related field
- OR minimum five years of direct experience in non-profit bookkeeping and/or accounting

##### Knowledge

- High degree of knowledge and proficiency working with QuickBooks Pro
- Strong knowledge of generally accepted accounting principles and best practices

### Qualities

- Ability to work effectively in a rapidly changing, multi-task, crisis oriented environment
- Ability to work independently and as part of the team to ensure that the highest quality and most relevant aspects of the job and services are provided to clients
- Conduct relationships in such a way as to promote mutual respect, public respect, and assurance of financial credibility
- Must possess a valid New Mexico driver's license, a clean driving record, and proof of insurance; able and willing to travel locally as needed
- This position is subject to Criminal Background Check (post-offer)

### Skills

- Computer literacy and proficiency working with Microsoft Office
- Strong attention to detail, well organized and a commitment to financial integrity
- Ability to adhere to strict standards of confidentiality

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods of time. This position requires long periods of computer usage including typing and viewing a monitor. The employee frequently is required to use hands, fingers to handle and feel.

The employee must be able to lift and/or move up to 40 pounds. The employee must be able to participate in the physical labor of moving furniture and household items utilizing agency vehicles. Specific vision abilities required by this job may include close vision, distance vision, and depth perception. Speak and hear face-to-face.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### GENERAL STATEMENT OF DUTIES

#### Essential Functions

*This list is not exhaustive and may be supplemented as necessary.*

1. Works with the Executive Director to prepare the annual budget, oversees the budgets of individual grants, prepares budget revisions when needed, generates year to date and year to year budget comparisons, and forecasts utilization of budgeted funds.
2. Prepares reimbursement requests to funders, including identifying items to be billed, assembling corresponding documentation, preparing request, maintaining account balances, tracking reimbursements, coordinating with payer on any payment issues, and alerting Executive and/or Clinical Director as to any issues regarding reimbursement. Generate QuickBooks reports to support reimbursement requests.

3. Tracks accounts receivable recording reimbursement requests as submitted, ascertaining when paid, recording receivables when paid, and taking appropriate actions when a receivable has not been paid including alerting the Executive Director.
4. Prepares payroll including reviewing time sheets, entering time, and leave time, assigning time to revenue sources, disbursing paychecks, paying payroll taxes, and coordinating review with Executive Director. Prepare productivity reports following each payroll.
5. Records bank deposits in accounting program. Records monthly bank transfers.
6. Prepares bank reconciliations of all agency accounts, reconciles client accounts at therapeutic communities, and provides reconciliation to Executive Director for review.
7. Prepares checks to pay bills after appropriate approval. Codes expenses to appropriate revenue sources. Maintains paid invoice files with appropriate documentation.
8. Prepares and reviews quarterly financial reports.
9. Prepares budgets and financial reports when needed for grant proposals, grant reporting, or when requested by the Board or the Executive Director.
10. Prepares journal entries as needed including those for in-kind contributions.
11. Prepares year end entries, W-2's, 1099's, and the state annual corporate report.
12. Assists Executive Director in preparation of financial files for audit. Coordinates activity with auditors.
13. Prepares reports for presentation to the Board and/or the Finance Committee of the Board.
14. Attends Board and Committee meetings as requested by the Executive Director.
15. Assists Executive Director as needed in other financial tasks.

#### Other Functions

1. Attend community meetings and committees on behalf of and in support of Crossroads as assigned by the Executive Director.
2. Participate in agency-wide meetings, events, and initiatives.
3. Assume other responsibilities as assigned.

Crossroads for Women is an Equal Opportunity Employer. If interested, please email your resume, cover letter, and three professional references to: [employment@crossroadsabq.org](mailto:employment@crossroadsabq.org) or send the same to Crossroads for Women, Attn: Employment, 805 Tijeras NW, Albuquerque, NM 87102.