

# CHOICE

## Job description

**Title:** Chief Financial Officer

**Reports to:** CEO

**FLSA status:** Exempt

**FTE status:** 1.0 FTE

**Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Location:** Olympia, WA with opportunity for a hybrid schedule

**Salary:** \$155,000 - \$175,000



## Who we are

[CHOICE](#) is a nonprofit organization dedicated to improving community health in central western Washington. To do this, we facilitate partnerships, collective planning, and collaboration with Tribal nations, local healthcare leaders, and community partners, and provide funding and support for regional health improvement programs and services.

At CHOICE, we value teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. Our values guide our work and serve as the foundation for how we engage, partner, and support the communities across our region.

## The opportunity

We are currently seeking a Chief Financial Officer (CFO) who combines a passion for financial excellence with a commitment to uplifting health equity initiatives. As the CFO, you will be joining a dynamic and highly collaborative team that engages state, regional, and Tribal partners with the collective goal of improving health access, awareness, and quality of care across our region. In this role, you will provide strategic support across our organization's day-to-day financial operations and bookkeeping systems, manage robust financial controls, guide financial planning and analysis, and ensure compliance with financial regulations.

To thrive in this position, you should possess a strategic mindset, exemplary leadership qualities, strong analytical skills, and the ability to communicate effectively across diverse teams. This role is not just about managing finances; it's also about supporting our mission to foster transformative changes so that every person, regardless of their background or circumstances, has what they need when they need it to live a healthy, thriving life.

## Major duties

### Financial leadership

- Analyzes financial data and provides the Chief Executive Officer with financial models based on that analysis. Assists with long-term and short-term decision-making.
- Supports the Chief Executive Officer in developing financial plans in alignment with the organization's financial strategy; responsible for implementing those plans.
- Develops plans to support the organization's growth and complexity of revenue.
- Manages all finance-related processes, procedures, internal controls, and finance policies.
- Ensures the organization adheres to financial regulations and legislation.
- Responsible for the day-to-day financial operations; oversee financial team, including third-party vendors who provide financial services (i.e. tax preparation, auditing, banking, and other financial needs as necessary). Manage third-party vendor contracts.
- Provide financial advice and leadership support to executive team, operations, and program managers during grant and contract development process.
- Present financial reports to board members, executives, and key partners in formal meetings.
- Collaborate with the executive team, including CEO, to support budgeting process and prepare annual budget
- Performs all necessary actions to schedule, prepare, and facilitate the annual audit.

## Financial operations

- Applies principles of non-profit accrual accounting to record financial information.
- Oversees the preparation of financial analysis, reports and statements for program leadership, executives, board as directed by the Chief Executive Officer, auditors, etc.
- Submits or oversees submission of reports as required with state and federal agencies, and grantors, in a timely manner.
- Monitors day-to-day financial operations and performs routine accounting operations of accounts payable, accounts receivable, and payroll if necessary.
- Ensures financial team documents financial transactions in accordance with financial and record retention policy.
- Stay up to date with technological advances that support financial operations and accounting software.

## Preferred qualifications

### Education

- Bachelor's degree or higher in Business or Accounting
- Certifications such as Certified Public Accountant

### Work experience

- At least 10 years of progressively responsible experience in finance management, preferably in nonprofit environment, and generally accepted Accounting Principles and related practices.
- Experience implementing federal, state, and private grant tracking and reporting procedures and regulations.
- Experience with analyzing financial data, creating modeling, and developing charts, graphs, and reports for senior management.
- Experience in developing budgets, exception reports, and fiscal recommendations.
- Experience managing processes related to financial audits and subrecipient monitoring.

### Competencies

- **Computer skills:** Proficient in core productivity software, including Microsoft Office, with a proven ability to learn new applications.
- **Customer focus and business orientation:** Embrace the organization's mission, understand the big picture, navigate well in ambiguity, and flexibly adapt to shifting needs.
- **Dependability:** Demonstrate responsive and responsible behavior in a fast-paced setting.
- **Ethics and integrity:** Earn the trust, respect, and confidence of co-workers and partners through consistent honesty, forthrightness, and professionalism in all interactions; respect and maintain confidentiality.
- **Equity-focused:** Skilled in implementing strategies that address and dismantle historically oppressive and inequitable policies. Comfortable engaging in conversation around all systems of privilege, and actively learning about the intersection of racial equity and social justice with health care systems.
- **Oral and written communication:** Ability to write and convey messages clearly. Communication approaches are culturally and linguistically appropriate for targeted and diverse audiences. Models and creates a culture that values listening, curiosity, and candid conversation.
- **Relationship-driven:** Develops, maintains, and strengthens internal and external relationships across staff, stakeholders, and community partners, including with those who have been historically excluded and underserved.
- **Strong social-emotional skills:** Ability to navigate complex interpersonal dynamics, operate with tact, communicate effectively, and maintain strong working relationships.
- **Teamwork:** Work effectively, proactively, and collaboratively with program staff, stakeholders, and other state and regional partners.
- **Time management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.

## Benefits

### Salary range

\$155,000 - \$175,000

### Benefits

Paid time off (PTO) with excellent medical, dental, and vision benefits, including employer-funded HSA, and retirement plan with employer match.

### Equal opportunity

CHOICE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

## How to apply

Please email your resume and cover letter to [hr@crhn.org](mailto:hr@crhn.org) with the subject line "Application for CFO"