



Mental Health Connecticut is a statewide not-for-profit agency that provides direct services to adults with severe and persistent mental illness, presents workshops about mental health, and mounts reform efforts to help shape state policies and laws.

MHC has an immediate full-time opening for a Chief Financial Officer (CFO) within the West Hartford area. The CFO is responsible for the overall management and direction of the financial plans and accounting practices of the organization. The position oversees accounting, financial planning, budgeting planning, procurement, grants management, and reporting as well as the financial and accounting system controls of the organization. The CFO ensures timely financial reports for management and/or Board use and works collaboratively with other departments to ensure fiscal integrity and compliance with applicable laws and regulations. The CFO performs his or her duties in conformity with generally accepted accounting principles, applicable federal, state and local government laws and regulations, grants and contract requirements, and other funding source requirements and guidelines.

MHC offers a competitive benefits package which includes:

- Medical (Current employee coverage 80% paid for by MHC)
- Dental
- Voluntary vision
- Short Term Disability insurance fully paid for by MHC
- 403b Retirement Plan (company match is \$.50 for every dollar contributed up to 6%)
- Paid time off (11 Paid holidays, vacation time, personal time, floating holiday time, sick time)

Reports to: Chief Executive Officer

The Chief Financial Officer's responsibilities include:

- Prepare MHC's annual budget, monitor revenue and expenditures against budget, analyze financial reports against budget, and updated forecasts.
- Create short-term and long-term financial objectives, policies, and actions for fulfilling operating and capital budget needs.
- Oversee and manage IT, Facilities, and Business Services departments.
- Prepare and direct the preparation of timely, accurate and comprehensive financial statements, activity reports, financial forecasts, budgets, and other reports to continuously monitor the organization's financial performance as may be required by grantors and regulatory agencies.
- Responsible for all fiscal aspects and compliance requirements of grant agreements and contracts to include cash management, indirect cost allocation, and allowable cost principles.
- Develop and implement finance and accounting policies and procedures, oversee financial controls, and to ensure compliance with laws and regulations, and contracts.
- Hands on oversight and performance of all accounting functions including, but not limited to: A/R, A/P, G/L, Fixed Assets, Payroll, Budget Management, Indirect expense recovery, cost management, program expense allocations, investment management, revenue generation, bank relationship management, etc.
- Oversee banking operations and reconciliation, payroll administration, and maintenance of accounting records.
- Work collaboratively with the department heads to document the financial impact of various policies and initiatives, build effective business models, and maintain fiscal integrity throughout the organization.



Administrative Offices

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- Assist with the analysis and creation of business plans to support new revenue opportunities, resources for the efficient management of the department, including periodic internal audits of processes, procedures, and internal controls.
- Regularly supervise and develop staff to maximize potential, monitor staff performance including performance reviews.
- Willing and able to drive a personal vehicle locally and within the state.

Education and/or Experience:

- BS in finance or accounting; CPA and/or MBA preferred.
- Advanced degree, license, and/or certification strongly preferred.
- 10-15 years of diverse finance experience, with at least five years as a CFO or equivalent, in a nonprofit organization
- Extensive experience with organizations supported primarily by grants.

Certificates, Licenses, Registrations: Valid CT driver's license, auto insurance and registration.

If interested, please forward cover letter and resume to:

MHC Human Resources
61 South Main Street
West Hartford, CT 06107
Fax: 860-529-6833
hr@mhconn.org

No Phone Calls Please
EOE



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