



VICE PRESIDENT, CHIEF FINANCIAL OFFICER

March 19, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The idea for [Highbridge Community Development Corporation](#) began in 1984, when Father Donald Sakano, MSW, together with Jorge L. Batista, JD and others, initiated housing projects in the lower east side of Manhattan and East Harlem. HCDC began initially as a division of Highbridge Community Housing Development Fund Corporation focused on developing the Highbridge neighborhood. Upon expanding its role to a more active development firm throughout The Bronx HCDC now employs over 150 staff members to manage overall day to day activities and ongoing development.

Position Summary:

The CFO will be responsible for the formulation and implementation of HCDC's financial policies, procedures, and systems for accounting and financial internal controls of all HCDC operations and project developments. The CFO works directly with other vice presidents in achieving the goals of the company and to advance its mission. The CFO reports directly to the CEO and provides financial reports to the Board of Directors.

Position Title: Vice President, Chief Financial Officer

Reports To: Chief Executive Officer

Location: Bronx, New York

Position Responsibilities:

- Ensure the integrity, completeness, and accuracy of all financial activities and information of HCDC.
- Identify ways of maximizing the growth potential of the company financially as well as in the development of new units.
- Implement policies that will help maximize rent collections in line with the mission of the company.
- Coordinate with the CEO and VP of Development to plan the company's financial management with short and long term financial planning.
- Participate in the ongoing overall company strategic planning process as a member of the senior management team.
- Monitoring financial performance of the company and initiating corrective actions as well as minimizing the impact of variances.
- Accomplish finance department and company mission by completing related assignments as needed.

Other Duties & Responsibilities:

- Oversee all accounting and record keeping functions of the company including monthly posting and the preparation of monthly/quarterly financial reports and also year-end financial statements and tax returns.
- Plan, develop, organize, direct, and evaluate all aspects of the company's fiscal function and performance including policies and procedures.
- Ensure that effective internal controls are in place and manage compliance with laws and regulations for financial and tax reporting.
- Provide financial insight into all contract agreements and negotiations on behalf of the company.
- Prepare and coordinate the preparation of annual departmental expenditure budgets and projections.
- Provide short and long term company strategic financial objectives.
- Provide strategic financial input and leadership on decision making issues affecting the company.
- Establish and maintain strong relationships with other senior executives to identify their needs and seek solutions.
- Manage banking and other relationships with key service providers.
- Coordinate on a regular basis with Finance staff with regards to reporting and activities of the Finance Department.
- Review all reports from the Finance department on a monthly basis.
- Report the financial position on the various entities to management on a monthly basis.
- Oversee and coordinate with HR on weekly payroll and HR issues.
- Manage AR/AP staff and their monthly reporting.
- Coordinate annual audits and proper filing of tax returns.
- Hands on with monthly journal entries and filings.
- Coordinate all insurance renewals and applications.

Salary: Highly competitive with comprehensive benefit package

Application Deadline: June 15, 2023

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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