



## JOB ANNOUNCEMENT



# Chief Financial and Administrative Officer

December 3, 2021

**The [Connecticut Bar Foundation](#) (CBF) seeks an organized, collaborative and outcome-driven professional to serve as its next Chief Financial and Administrative Officer.**

The Chief Financial and Administrative Officer (CFAO) will join an extremely well-run Foundation that is elevating to its next level, both in the amount of funds being managed and in updating its systems. The CFAO is a key leader in the organization, partnering with the Executive Director to develop strategy, maintain focus, and drive the Foundation's overall success toward achieving its mission. The CFAO will lead all aspects of financial management and accounting, as well as ensuring that those systems evolve ensuring that the CBF has strong infrastructure. The CFAO will engage with grantees around grant payment and reporting; with the CBF Board around tracking funds and reporting on its investments; and with banks and lawyers involved in the IOLTA program.<sup>1</sup>

The CBF is the largest financial supporter of non-profit organizations providing civil legal assistance to low-income Connecticut residents. It has an established record of successful grants administration and collaboration with state government, the state's legal community, and the non-profit legal providers to maximize access to justice, starting with the establishment of the IOLTA program in 1984 and enhanced by subsequent additional funding mechanisms to support access to justice. Starting in 2022, the CBF will be administering a new \$20 million grant project to provide grants to substantially increase the level of legal representation of low-income people facing eviction. The CFAO will work collaboratively with the CBF's executive director and other staff, as well as with the Board and external auditors.

**This position is a great opportunity for an experienced financial professional with organizational leadership skills and a passion for social justice.**

### **About the Connecticut Bar Foundation**

Over 250,000 low-income Connecticut residents cannot afford an attorney to help them maintain or secure access to housing, employment, personal safety and other necessities. The Connecticut Bar Foundation is the primary funder of civil legal aid in Connecticut, administering grant programs to support the provision of free legal services to low-income individuals who cannot afford an attorney. With its relatively small staff, the Connecticut

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<sup>1</sup> Interest on Lawyer Trust Accounts. More information below.

Bar Foundation administers over \$27 million in annual funding to support non-profit legal services groups that provide crucial services to low-income residents of Connecticut.

The CBF also sponsors programs and projects that address matters concerning the legal profession, the administration of justice, and the role of law in society, through a wide range of projects carried out by its Fellows program.

### **Duties and Responsibilities:**

The duties and responsibilities of the CFAO position can best be understood in five interwoven categories:

#### ➤ **Leadership**

- Share responsibility for promoting and maintaining a positive organizational culture.
- Work closely with the Executive Director to align strategic priorities, business practices, and operations. Lead strategic and annual planning processes for finance and operations; actively contribute to cross-team planning.
- Identify areas in which organization can update or improve systems and processes.
- Monitor trends and developments with private foundation best practices in business, investments, and operations and offer recommendations to the Executive Director and Board as appropriate.
- Monitor trends and developments in the CBF's environment, including Judicial/state and Federal funding practices and requirements, and rules, practices and compliance relating to IOLTA and related programs.
- Ensuring that organizational personnel and other policies are kept up to date.
- Develop, cultivate, lead, support and manage a small and high- performing, high-impact team.

#### ➤ **Nonprofit finance and accounting:**

- Maintain and oversee organizational accounting systems
- Work with the Executive Director and Board to create the annual budget
- Monitor cash balances and oversee investments
- Provide monthly, quarterly and annual financial reporting
- Ensure best-practice accounting with checks and balances
- Manage accounts receivable and accounts payable
- Administer staff benefits programs
- Ensure compliance with internal accounting policies and external requirements
- Work with external accounting firm to achieve clean annual audit
- Supervision of a small finance staff
- Reporting to the Board of Directors.

#### ➤ **Financial administration of grants and contracts**

- Tracking grant/donation receipts, grant expenditures, and ensuring alignment with donor guidelines

- Ensure and support fiscal reporting and compliance by grantees (including review of grantee audits)
- Ensure compliance with funder requirements, including state and federal grant requirements, and donor-restricted funds.
- **Administration of IOLTA program<sup>2</sup>**
  - Monitor and reconcile reporting and receipts from banks holding -lawyers' trust accounts
  - Monitor bank compliance with interest rate requirements
  - Provide technical assistance to banks and attorneys/law firms regarding IOLTA
  - Provide monthly revenue reports and projections.
- **Administer CBF internal operations**
  - Oversee mission-critical infrastructure and systems, such as IT systems, physical space, and lease of office equipment
  - Oversee organizational insurance
  - Administer employee benefits and other HR functions.

The Chief Financial and Administrative Officer reports to the Executive Director.

**Qualifications:**

- **Required Education and Experience:**
  - Degree and/or certification in finance, financial planning, business, nonprofit administration, or accounting (or extensive experience in a related position)
  - At least five years related experience
  - Successful track record administering a complex accounting system
  - Excellent project management skills
  - Excellent collaboration skills.
- **Preferred Education, Experience and skills:**

*No candidate is expected to have all of the preferred qualifications listed below. However, candidates with one or more of the following are strongly encouraged to apply.*

  - CPA or masters degree in related field
  - Experience in the nonprofit sector or philanthropy
  - Experience with the banking industry
  - Experience in compliance with funding sources, especially federal and state funding sources

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<sup>2</sup> The Interest on Lawyers Trust Account Program is created under state law. Lawyers are generally required to place funds that they are temporarily holding for clients into IOLTA accounts. Banks are required to calculate interest earned on these accounts, at a market rate, and forward the proceeds periodically to the CBF for use in grantmaking to assist low-income people in need of lawyers.

- Experience in organizational administration and operations
- Experience with or ability to quickly master relevant software and database programs
- Ability to contribute to a supportive and engaged office culture; willingness to pitch in as needed; keeping a sense of humor in times of stress.

#### Compensation and Benefits

Starting salary is budgeted between \$110,000 - \$130,000. Salary determined commensurate with experience. Free onsite parking. Opportunity for hybrid remote flexibility. Competitive health benefits, along with vacation leave, other leave time, and holidays.

#### To Apply

Please email your complete application in one attachment to [CBFHiring@CTBarFdn.org](mailto:CBFHiring@CTBarFdn.org), including your resume and a cover letter describing your interest, relevant qualifications and experience, and where you heard about the position. Please include “CFAO” in the subject line of the email. Applications will be considered on a rolling basis. Due to the pace of the search, interested applicants are encouraged to apply as soon as possible. Interviews will begin by mid-January. Incomplete applications will not be considered.

*The Connecticut Bar Foundation is proud to be an Equal Opportunity Employer, and is committed to hiring processes, an internal culture and delivery of services that further the values of diversity, equity and inclusion.*