



**Department** Finance  
**Job Title** Chief Financial Officer  
**Location** Westport, CT

**SeriousFun Children's Network, founded by Paul Newman**, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to serve children with serious illnesses and their families, free of charge. Through our 30 initiatives around the world, SeriousFun reaches more than 120,000 children and families annually.

Learn more at <https://www.seriousfunnetwork.org>

### **Position Overview**

The Chief Financial Officer (CFO) is responsible for overseeing SeriousFun Children's Network's financial strategy, human resources, information technology, legal and risk management functions. In addition, this role contributes to the development of the organization's strategic and operational goals and the CFO is charged with developing and implementing improved policies and procedures both in the finance and general operational realms.

The CFO promotes operational excellence by providing leadership over all financial and operational matters at Serious Fun Children's Network ("SFCN") and provides technical assistance in these areas to the CFO's, CEOs and others in both new and existing network camps.

The CFO is the Board Treasurer and staffs the Finance, Audit and Risk and Personnel Committees and the Investment Sub-Committee of the Board.

## **Essential Responsibilities**

### **Strategy, Vision and Leadership**

- Advise the CEO and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Advise the CEO and other key members of the senior management team and Board on personnel, IT, legal and compliance related matters.
- Serve as the management liaison to the Board, Finance, Audit and Personnel Committee and Investment Sub-Committee; effectively communicate and present critical financial, HR and risk matters at select Board of Directors and Committee meetings.
- Monitor and report on performance against both annual budget and long term strategic goals and report out to NOF and Board.
- Contribute to the development of SFCN's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Represent the organization externally, as necessary, particularly in relation to legal, insurance, lease, audit and banking matters.

### **Team Development/Leadership**

- Oversee, direct, and organize the work of the Finance and HR team.
- Work with the Director, Operations, Quality and Due Diligence to promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development.

- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.

## **Operations**

### **For SeriousFun Children's Network (Support Center)**

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Plan, coordinate, and execute the annual budget process.
- Provide monthly management accounts and other analytical support to SFCN's internal management team including dashboard.
- Oversee audit and statutory tax preparation requirements (990, FBAR, Form 5471) for SFCN and the UK and Netherlands entities.
- Oversee fundraising compliance matters in relation to State fundraising regulations and compliance with Attorney General Requirements.
- Oversee administrative and operational accounting services such as treasury management, banking, 403-B plan, grants payment processing, payroll, accounts payable, accounts receivable and purchasing.
- Partner with the CEO in essential internal firm leadership activities (human resources, administration, and organizational planning).
- Work with Finance, Audit & Risk and Personnel Committees to develop annual objectives and agendas.
- Monitor financial performance, oversee investment portfolios, and present plans to Financial Committees and Boards.
- Represent SFCN in industry-group conferences and professional associations related to operations.
- Oversee HR Function, including recruitment, performance, employee grievances, staff policies, benefits, HR compliance matters.
- Identify financial issues, concerns, and solutions to the CEO, Finance Committee and Board.
- Identify risks (working with Senior Team), mitigating strategies for presentation to Audit and Risk Committee and Board.

### **For member camps**

- Work with Program department on new camp development and partner assessment. Work to include due diligence process, review of camps for admittance as provisional members and full members.
- Provide oversight for loan/grant programs to camps, including emergency loans/grants.
- Review annual audits and financial statements of each member camp.
- Work with Quality Assessment and Due Diligence team to compile and analyze financial statistics of the network annually.
- Facilitate CFO workgroup providing regular webinars and face to facing learning opportunities.
- Provide additional guidance and advice to camp CFO's/CEOs and operational staff upon request.

## **MINIMUM QUALIFICATIONS & EDUCATIONAL REQUIREMENTS**

- Education: Bachelor's Degree (e.g. BA, BS) or equivalent
- Years of Relevant Work Experience: 15+ years
- MBA, Certified Public Accountant (CPA), Chartered Accountant (CA) designation or equivalent

### **Preferred Skills**

- Knowledge of 501© (3) accounting principles.

- Strong organizational and administrative skills necessary to ensure smooth operational support of programs and services.
- Excellent interpersonal skills necessary to interact in a team environment, with a wide variety of stakeholders, staff, Board, Camp staff and leadership and external parties.
- Global experience strongly preferred, adept at operating in international and multicultural contexts.
- Excellent problem-solving skills necessary to organize plan and execute the full scope of financial activities.
- Ability to participate in an interdisciplinary management team.
- Able to prioritize multiple responsibilities, work independently and exercise professional judgment.
- Able to manage and administer with a high degree of autonomy

Compensation is commensurate with experience and relevant labor market comparisons.

To apply, please complete the application including uploading your cover letter, salary requirements and resume by following the link below

<https://form.jotform.com/81930743222149>