



CSJ INITIATIVES



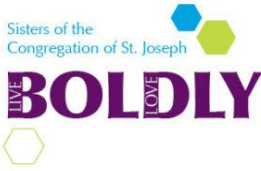
EXECUTIVE SEARCH: Chief Financial Officer



Conducted by:
TRINITY EXECUTIVE PARTNERSHIP

CSJ Initiatives was launched by The Congregation of the Sisters of St. Joseph to:

- Own and manage non-profit senior care properties.
- Manage the Congregation of St. Joseph Centers and related property.
- Provide consultation and property management services for non-profit senior care providers and other religious groups.



The Congregation of the Sisters of St. Joseph is a religious community of nearly 500 vowed Catholic women and 600 lay associates who live and minister primarily in the U.S. and Japan. They sponsor over 20 ministries including three Catholic high schools; tutoring and literacy programs; spirituality centers; social service programs; spiritual direction; and pastoral assistance. They are also involved

in and support numerous justice and peace initiatives including anti-racism efforts, abolition of the death penalty, fair and just immigration policies, non-violence, especially in regards to gun violence, ending the modern day slavery of human trafficking, and care of the environment and Earth. Their mission is to bring all into unity with God, with one another, and with all creation. They do this through prayer, direct service and ministry, partnering with others to serve the dear neighbor, standing with and for the poor and vulnerable, and by advocating for systemic change.

Areas of Presence: Cleveland, Tiffin and Cincinnati, OH; Detroit and Kalamazoo, MI; La Grange Park, IL; New Orleans and Baton Rouge, LA; Crookston and the Twin Cities, MN; Donaldson, IN; Wheeling, WV; Wichita, KS; and Kyoto and Matsusaka, Japan.

SERVICES: Focusing on providing care through the unique lens of religious life, CSJ Initiatives has grown to own or manage ten facilities located in six states and offers the following options:

- **Sponsorship:** Under the umbrella of the Congregation of St. Joseph, CSJ Initiatives is willing to consider transfer of sponsorship thereby assuming responsibility to provide all necessary support and services to operate the facility in the future.
- **Management:** CSJ Initiatives enters into a management agreement to assist with the day-to-day operations of the property including staffing, financials, clinical consulting, etc.
- **Consulting:** CSJ Initiatives contracts to help navigate decisions in planning the future of the property especially for religious congregations that are strategically planning for their future.

MISSION

CSJ Initiatives reflects the Congregation of St. Joseph's commitment to respond to the emerging needs of religious congregations, our neighbors and the world by providing vibrant senior care and living services. Through the unique lens and culture of religious life, CSJ Initiatives offers expertise in life enriching housing opportunities, compassionate health and wellness care and responsible care for congregational properties.

VALUES

In the manner of St. Joseph, CSJ Initiatives creates a collaborative environment characterized by:

Compassion - Attending to all with gentleness, peace and joy.

Respect - Honoring the uniqueness of every person.

Integrity - Serving our neighbor with honesty, truthfulness, and sincerity.

CSJ Initiatives is looking for a Chief Financial Officer, to be the leader of their financial team, and key member to their leadership team. The ideal candidate will have knowledge and experience within the Long-Term Care Sector; involving all aspects of the financial functions; with a strong background in financial operations. This position will be working with facilities in 7 states and advising on long and short-term cash strategies; while overseeing the financial departments and participating in key strategic initiatives.

ESSENTIAL FUNCTIONS:

Financial Accounting Policies and Procedures:

- Develops and assess internal financial policies and procedures within generally accepted accounting principles to support adequate internal controls and effective financial reporting. Includes developing or revising policies to support the expansion into new areas of activities including the development of procedures to support reimbursement and billing functions.
- Is responsible for the general ledger accounting and reporting for appropriate entity and designated ministries.
- Oversees the operational aspects of the finance function including accounts payable, accounts receivable and financial aspects of the payroll function.
- Coordinates the annual audit process.
- Directs the Finance staff in procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services in accordance with accounting principles.

Planning and Analysis:

- Partners with other members of the Leadership team and the Board of Directors to develop long-range strategic plans, including identification of strengths, weaknesses, opportunities and threats, for the organization. Leads these strategic plans in the areas of promoting financial productivity and organizational efficiency utilizing cost effective strategies.
- Leads the annual budget process, assists managers in developing budgets for their areas and presents consolidated budget for review and approval.
- Oversees the development of monthly and annual financial reports.
- Provides supervisor and board with pertinent financial information and forecasts. Issues monthly financial and operational reports apprising management of the financial position of organization as required. Oversees and reviews the preparation of ad hoc analyses as needed.
- Performs analyses to assist management in understanding cost structures and pricing models. Analyzes general economic, business and financial conditions and assesses their impact on individual Centers and /or lines of business, as needed.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on each facilities policies and operations, as needed.
- Ensures accurate and timely filing of tax and information returns with appropriate state and federal agencies.
- Assists in contract evaluation.
- Monitors refinancing opportunities.

Other Functions:

- Capital Management & Treasury
- Tax Reporting & Compliance
- Risk Management
- Departmental Management
- Support of Affiliate Organizations

SKILLS AND ABILITIES:

- Strong financial, technical and administrative skills, including understanding the financial instruments and strategies that may be unique to non-profit organizations as well as risk management; principles of non-profit and GAAP accounting, the ability to deal with a wide range of financial issues.
- Ability to multi – task and balance multiple projects within specified timeframes.
- Direct experience in a long-term care setting and/or a mission driven non-profit organization preferred.

EDUCATION AND EXPERIENCE:

- Experience as a trained financial professional with a bachelor's degree in accounting, business administration, finance or a related field. An MBA and/or a CPA is preferred but not required.
- Minimum five years' experience in senior management successfully overseeing finance activities in a mid-size to large, preferably non-profit, organization.
- Experience with and working knowledge of financial systems.
- Experience with Long Term Care Finances including Medicare, Medicaid and third-party billing.
- Proficiency in Microsoft Office and ADP payroll and timekeeping software.



CONTACT:

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For more information, please visit the CSJ Initiatives and The Congregation of the Sisters of St. Joseph web sites:
www.csjinitiatives.org
www.csjoseph.org