



CHIEF FINANCIAL OFFICER SPECTRUM GENERATIONS

[Spectrum Generations](#), the Central Maine Area Agency on Aging and Aging and Disability Resource Center, seeks a new Chief Financial Officer (CFO) to lead the planning, implementation, management and operation of all the finance activities of this entrepreneurial nonprofit, including business planning, budgeting, analysis, forecasting and negotiations. The CFO is a key member of the organization's senior management team. By taking ownership of all fiscal and regulatory matters and shaping strategic and policy decisions from a financial perspective, this individual will advance the mission of Spectrum Generations – promoting life-long learning, health, wellness, nutrition, community engagement, and social well-being of all older and disabled adults – while demonstrating a solutionary mindset and embracing the agency's additional core values of integrity, cohesion, competence, respect, collaboration, innovation, dependability, professionalism, and boldness.

Organizational overview

Spectrum Generations has been a leading provider of information and advice, referrals, programs and activities for adults for more than 45 years. Founded in 1972 as Central Senior Citizens' Association, the organization initially focused on transportation and takeout meal services. Five years later, it introduced Meals on Wheels, using volunteers only, and was the first in the state to use this method. Over time, it expanded its resources and in 2003, launched its [Bridges Home Services](#), providing personal support services to hundreds of older adults in central Maine. More recently, Spectrum Generations has entered into a joint venture partnership centered around health and wellness evidence-based programs with SeniorsPlus and Aroostook Area Agency on Aging, called [Healthy Living for ME](#).

Today's Spectrum Generations is poised to serve adults of all ages and backgrounds in a changing, challenging world. As Mainers look forward to longer, more active lives and seek to engage in new physical and intellectual challenges, Spectrum Generations helps with:

- Socialization
- Fitness and exercise
- Health and wellness
- Proper nutrition
- Caregiver support
- Adult day services
- Home care
- Health insurance counseling
- Financial management
- Alzheimer's and dementia
- Medicare and Medicaid
- Population health

Headquartered in Augusta, Spectrum Generations operates four community centers as well as a co-location at People Plus in Brunswick and CLC YMCA in Damariscotta, where clients can attend events, access educational opportunities, have health screenings and enjoy social activities. Current revenue exceeds \$9 million, and the organization employs 90 regular employees and 160 per diem employees.

Through its legislative efforts, Spectrum works to keep Mainers aging healthy in their homes and advocates against any threats to Maine seniors and disabled populations.

Position responsibilities

The CFO is a member of the Senior Management Team, the Strategic Planning Group and the Leadership Team; and co-chairs the Finance Committee of the Board of Directors. In keeping with Spectrum's guiding principle, *delivering excellence through accountability*, this individual is responsible for:

1. **Finance:** The CFO develops and directs the annual budgeting process, including identifying the fiscal parameters of cost and revenue centers, ensuring contract compliance, preparing timely budgets to state agencies, developing capital budgets, presenting to the board and amending as necessary. The CFO is also responsible for managing cash flow and the general ledger and for overseeing accounts receivable, accounts payable, payroll and employee benefits processing, and the Representative Payment program; asset and liabilities management; purchasing and contracts; donation management; and financial reporting, analysis, forecasting, compliance, and risk mitigation.
2. **Facility and Property Management:** The CFO oversees all property transactions and capital projects (sales and acquisitions, major repairs, licenses and permits), custodial services and routine maintenance at all facilities, and property maintenance contracts.
3. **Information Technology:** The CFO is ultimately responsible for the acquisition, maintenance and disposal of all hardware and software, database management and maintenance, and compliance with HIPAA electronic information security regulations.

Requirements

A comprehensive set of skills and abilities is required to meet the challenge of this position. The successful candidate will bring the following to the role:

- Firm commitment, and observable alignment to the organizational mission
- MBA in finance/accounting
- Nonprofit leadership experience
- At least 12 years of progressively responsible work experience, including five years of supervisory experience
- Strong working knowledge of General Accepted Accounting Principles (GAAP), Maine Uniform Accounting and Auditing Practices (MAAP), and the Federal Labor Standards Act
- Demonstrated strength as a strategic thinker who can process complex information, anticipate risks and opportunities, engage in bold and collaborative planning, and execute reliably
- Knowledge of Great Plains Dynamics accounting software sufficient to locate and analyze data and prepare reports, resolve problems and train staff
- Expertise in Microsoft Excel, including macros and pivot tables
- Experience in leading and participating in cross-functional teams
- Ability to multi-task, prioritize and apply sustained focus and attention to detail
- Sharp analytical skills and a track record of excellent judgment as a decision-maker
- Experience executing the leadership concept of centralized planning, distributive control, and decentralized execution

- Exceptional communication skills, both written and verbal, and the ability to relate effectively and convey complex information to diverse constituencies

Reporting

This position reports to the president and CEO and is responsible for directly supervising the controller, the IT director and the facilities manager.

Compensation

The CFO will earn a comprehensive benefits package and competitive salary commensurate with experience. The successful candidate can expect a formal review after six months as well as an annual review.

To apply

Interested candidates should submit a cover letter and resume to Starboard Leadership Consulting at the following address search2@starboardleadership.com. The cover letter and resume should contain detailed information concerning work experience, past successes, leadership experience and qualifications. Please be prepared to provide contact information for professional references upon request.

Paper copies may be sent to Lisa Belyea, Starboard Leadership Consulting, 84 Harlow St., Suite 4, Bangor, ME 04401, but **electronic submission of materials is preferred**. No phone inquiries, please. Applications will be considered on a rolling basis until the position is filled.