

EXECUTIVE SEARCH

AMERICAN ACADEMY OF
CHILD & ADOLESCENT
PSYCHIATRY

W W W . A A C A P . O R G

**Chief of Finance
&
Operations**

SEARCH CONDUCTED BY

STERLING | MARTIN
a s s o c i a t e s

The Opportunity

Reporting to the Executive Director/CEO, the Chief of Finance and Operations will provide strategic and operational direction for finance, human resources, information technology, and facilities management for the American Academy of Child & Adolescent Psychiatry (AACAP) 501(c)(3) as well as to the American Association of Child & Adolescent Psychiatry 501(c)(6), and the AACAP-PAC.

This position serves as a strategic thought-partner and results-oriented leader skilled at collaborating with key stakeholders to drive organizational strategy and financial stewardship. The Chief of Finance and Operations will lead process improvements and will play a critical role in the transformation already underway, partnering with the Executive Director/CEO and the senior leadership team to manage change and ensure AACAP's operating and financial functions align with current and future needs.

The Chief of Finance and Operations acts in an advisory capacity to the Executive Director/CEO and Treasurer, serves as the primary staff liaison to the Financial Planning Group, and ensures that AACAP's leadership team, Executive Committee, and Council receive the information necessary to make sound financial decisions. AACAP's leaders will look to the Chief of Finance and Operations to be a self-starter with strong communication skills, impeccable integrity, and previous experience strengthening an organization by carefully evaluating and streamlining operations to find efficiencies and cost savings.

About American Academy of Child & Adolescent Psychiatry

The American Academy of Child & Adolescent Psychiatry (AACAP) is a professional association of child and adolescent psychiatrists who are committed to AACAP's mission to promote the healthy development of children, adolescents, and families through advocacy, education, and research. AACAP's volunteer leaders and staff administer programs and benefits designed to meet the professional needs of these practitioners throughout their careers. The Academy provides continuing medical education and certification opportunities through its Pathways online learning portal as well as its in-person workshops and meetings. AACAP publishes practice guidelines as well as its three publications, the *Journal of the American Academy of Child & Adolescent Psychiatry*, *AACAP News*, and the *Owl Newsletter*. AACAP supports research and training fellowships in the field of child and adolescent psychiatry through federal and non-federal grants. Based in Washington, DC, AACAP has annual revenues of approximately \$13M and assets of roughly \$25M. In addition to the 501(c)(3), AACAP operates a 501(c)(6), and the AACAP-PAC.

The Chief of Finance and Operations Role

Essential Duties and Responsibilities

Strategic Leadership

- Lead ongoing strategic financial planning. Monitor progress and provide analysis and guidance to the Executive Director/CEO and executive leadership to enable good decision making, ensure sustainability, and mitigate risk.
- Work collaboratively with the Executive Director/CEO and senior leadership team to guide business operations, identify strategic issues, and develop and refine plans for the implementation of strategic priorities.
- Advise the Treasurer and Executive Director/CEO in developing short-, medium-, and long-term financial plans and forecasts.
- Coordinate with Executive Director/CEO and Treasurer in the development and implementation of AACAP's investment strategy; monitor and manage cash flow and investment balances.
- Ensure effective management of relationships with financial institutions, investment advisors, benefits administrators, and other key vendors and consultants.
- Partner with AACAP's leadership to help craft human resources and benefits programs that meet the needs of the organization and workforce and reflects AACAP's commitment to creating a modern, productive, and inclusive workplace.
- Lead and mentor a team of professionals to ensure exceptional delivery of services and accountability for individual and team objections.

Financial Oversight

- Responsible for the development and implementation of financial policies and planning, including accounting, budgeting, forecasting, financial reporting, and banking and investment relations, with a focus on the overall financial success of the organization.
- Analyze and interpret financial results and trends. Prepare and deliver timely and accurate financial reporting to the Treasurer, Executive Director/CEO, and senior leadership.
- Oversee and direct AACAP's budgeting, auditing, payroll, tax, grant oversight, and special fund activities.
- Oversee the day-to-day financial operations. Set and maintain sound financial policies and practices and enforce established internal controls.
- Maintain, implement, and develop cost-effective financial and office services systems and management tools which support AACAP's operations and contribute to improved quality and productivity.
- Oversee the financial administration of and serve as Treasurer for AACAP-PAC, the Political Action Committee, to ensure sound financial management and compliance with applicable federal election laws.
- Monitor and evaluate financial performance with senior staff and update forecasts as necessary. Recommend alternative courses of action based on results.
- Ensure that project costs for Government Grant programs are accurately allocated and reported and that financial and reporting requirements of Federal or other outside grants are met on a timely basis.

- Serve as a key liaison to the Executive Committee for all financial matters and participate in semi-annual Audit and Investment Policy Committee meetings.
- Serve as staff liaison to Financial Planning Group and Grants Oversight Committee, and as an active member in AACAP's Retirement Investment Committee.

Business Operations

- Manage the vision and accountability for the performance of the organization's finance, human resources, information technology, and facilities management, promoting best practices that enables AACAP to deliver on its mission.
- Ensure that AACAP's systems, processes, and infrastructure enable the effective delivery of business operations and reflect high standards of quality and customer service.
- Oversee AACAP's risk management, contract review, business licenses, tax exemptions, and other compliance responsibilities, implementing policies and systems that ensure the organization is in full compliance with all relevant national, state, and local requirements.
- Ensure integrity of financial transactions relative to dues billings and related financial activities, such as deferred dues reconciliation and transfer of dues collected on behalf of AACAP's regional organizations.
- Oversee the annual assessment of AACAP's general business insurance coverage, including but not limited to directors' and officers' insurance, business and property liability, cyber, media, and workers compensation.
- Lead, develop, and empower staff to foster an empathetic, open-minded, and inclusive culture of collaboration, learning, and support.
- Perform other related duties as assigned by the Executive Director/CEO.

Required Skills, Experience, and Qualifications

- Bachelor's degree in finance or business administration; MBA/CPA preferred.
- Ten (10) plus years of experience serving in a senior-level financial and/or operations position in a non-profit environment with at least five years of supervisory experience leading a diverse team.
- High degree of integrity, diplomacy, confidentiality, and business judgment and a fiscally disciplined yet balanced perspective on complex financial and operating issues.
- Expertise in setting and implementing the organizational and financial strategy of a 501(c)(3) and 501(c)(6), including a deep understanding of generally accepted accounting principles, budget oversight, and financial management, including all investments, forecasting, financial reporting, accounting, and compliance with financial guidelines and regulations.
- A demonstrated strategic approach to solving problems, leading teams through change, and inspiring collaboration through professional, clear, and persuasive communication.
- Proven experience in assessing financial policies, processes, and systems while streamlining accounting best practices and automation.
- Outstanding analytic skills and experience presenting detailed analysis and reporting to non-financial stakeholders, including Executive Committee and Council.
- Excellent interpersonal skills with proven ability to oversee multiple projects, prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Experience in evaluating and negotiating relationships with banking institutions.

- Expertise working with federal grants and agreements as covered under the Uniform Guidance Single Audit and Federal indirect cost rates.
- Experience with Sage Intacct financial management software is essential. Familiarity with Great Plains is preferred, but not required.
- Knowledge of Association Management Systems. Familiarity with iMIS is preferred, but not required.
- Candidates from historically underrepresented communities are encouraged to apply.

Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To Apply

To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

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Additional Information

For more information, contact:

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