

Chief Financial Officer

Organization: Detroit Rescue Mission Ministries (DRMM) **Location:** Detroit, Michigan (on-site; multi-site organization) **Reports to:** President & Chief Executive Officer **Works closely with:** Board of Directors, Finance & Audit Committee **Status:** Full-time, exempt, executive leadership team

About DRMM

Founded in 1909, Detroit Rescue Mission Ministries have served the city of Detroit for more than 117 years. DRMM serves over 2,400 people every day and provides at least 4,500 meals daily through emergency shelter, substance use treatment and recovery programs, transitional and permanent housing, workforce development, veteran services, street outreach, youth programming, and spiritual support.

This is not a passive stewardship role. We are looking for a **hands-on CFO** who will build the schedule, run the reconciliation, sit with the grant file, and know the numbers personally before presenting them.

Position Summary

The Chief Financial Officer leads all financial, accounting, treasury, grants-compliance, and risk-management functions for DRMM. The CFO is accountable for the accuracy and timeliness of the organization's financial information, the integrity of its internal controls, its compliance with federal and state funding requirements, and its long-term financial sustainability.

The CFO serves as a strategic partner to the President & CEO and as the principal financial voice to the Board of Directors, auditors, funders, and lenders. The CFO must be equally capable of presenting a five-year capital strategy to the CEO and of personally opening MIP to trace a questioned transaction.

Core Responsibilities

Financial Reporting & Analysis

- Own the monthly close and deliver a complete financial packet to the CEO within 15–20 days of month-end.
- Produce a **weekly one-page cash report**, including balances by account, restricted vs. unrestricted cash, and days cash on hand.
- Maintain a **rolling 13-week cash forecast** covering payroll, debt service, insurance, food, utilities, and expected government drawdowns.
- Prepare budget-vs-actual reporting with **written variance narratives** — explanations, not just columns — for all material variances.
- Produce site- and program-level profitability analysis for each shelter, treatment program, housing site, and workforce program so leadership can see what carries itself and what is subsidized.
- Develop and report on unit-cost metrics (cost per bed-night, cost per meal, cost per client served).

Treasury & Cash Management

- Manage all banking relationships, cash positioning, and short-term liquidity.
- Build and maintain the operating reserve toward a Board-adopted target.
- Manage debt: covenant compliance, refinancing analysis, lender reporting, and the full debt schedule.
- Oversee investment accounts in accordance with Board-approved investment policy.

Grants, Contracts & Government Funding

- Own the full lifecycle of government and foundation funding: budgeting, drawdowns, billing, reporting, closeout, and audit.
- Maintain a live grant and contract schedule showing award amount, spent to date, remaining, burn rate vs. time elapsed, match requirements, expiration, and reporting deadlines.
- Ensure timely billing and drive down unbilled costs and receivable aging; escalate any funder receivable past 90 days by name and status.
- Ensure compliance with **2 CFR Part 200 (Uniform Guidance)**, HUD, SAMHSA, VA, State of Michigan, and City of Detroit requirements as applicable.
- Maintain and defend the organization's **cost allocation plan** and indirect cost rate.
- Coordinate Medicaid and third-party billing for treatment programs where applicable.

Accounting Operations & Internal Controls

- Directly oversee the accounting department: general ledger, accounts payable, accounts receivable, payroll, and fixed assets.
- Own DRMM's fund accounting structure in **MIP Fund Accounting (Sage MIP)** chart of accounts, segment/coding structure, allocation setup, budget modules, and report writer.
- Ensure every bank account is reconciled monthly and that reconciliations are reviewed and documented.
- Design, document, and enforce internal controls; maintain a written accounting policies and procedures manual.
- Maintain a documented signature authority matrix and dual-authorization controls over wires, ACH, and check issuance.
- Safeguard against fraud, misappropriation, and conflicts of interest.

Audit & Compliance

- Manage the annual financial statement audit and, where applicable, the **Single Audit under Uniform Guidance**.
- Prepare and review **IRS Form 990** with the CEO prior to filing.
- Resolve all management letter comments and audit findings with a written response and remediation timeline.
- Maintain the organization's compliance calendar: audit, 990, state charitable solicitation registrations, insurance renewals, licensure, and contract renewals.

Budgeting & Planning

- Lead the annual budget process across all sites and programs, with documented assumptions.
- Reforecast quarterly; present where the organization will land, not where the original budget said it would.
- Build multi-year financial models supporting program expansion, capital projects, real estate decisions, and reserve growth.
- Provide financial analysis for new program opportunities, including true fully loaded cost and any required subsidy.

Board & Stakeholder Engagement

- Serve as principal staff to the Finance & Audit Committee; prepare materials and lead financial discussions.
- Present clear, plain-language financial reporting to a Board with mixed financial backgrounds.
- Support the development team with funder budgets, financial attachments, and grant reporting.
- Represent DRMM credibly to auditors, bankers, government program officers, and major donors.

Risk Management & Administration

- Oversee the insurance portfolio: property, liability, auto, workers' compensation, D&O, cyber.
- Partner with HR on payroll, benefits cost management, and 403(b)/retirement plan compliance and audit.
- Provide financial oversight of IT, facilities, vehicles, and vendor contracts assigned.

Leadership

- Build, develop, and hold accountable a finance team capable of supporting a complex multi-site organization.
- Establish clear roles, cross-training, and documented procedures so the department is not dependent on any single person.
- Model DRMM's mission and values in dealings with staff, clients, funders, and the community.

Required Qualifications

- Bachelor's degree in accounting, Finance, or a related field.
- **Minimum 7–10 years of progressively responsible financial leadership**, including at least 3 years as a CFO, Controller, or Finance Director.
- **Demonstrated nonprofit fund accounting experience** is not transferable-by-analogy from for-profit accounting alone.
- **Direct, hands-on experience administering government grants and contracts**, including federal pass-through funds and Uniform Guidance compliance.
- Experience managing a financial statement audit and, preferably, a Single Audit.
- Strong working knowledge of GAAP as applied to nonprofits (ASC 958), including net asset classification, revenue recognition for contributions and exchange transactions, and functional expense reporting.

- **Proficiency in MIP Fund Accounting (Sage MIP)** strongly preferred; candidates with deep experience in comparable nonprofit fund accounting systems (Blackbaud Financial Edge, Serenic, Sage Intacct) will be considered, with demonstrated ability to become proficient in MIP quickly.
- Advanced Excel skills (pivot tables, lookups, modeling).
- Excellent written and verbal communication; able to explain finance to non-finance audiences without condescension or jargon.

Preferred Qualifications

- CPA and/or MBA.
 - Experience in human services, homeless services, behavioral health, substance use treatment, or affordable housing.
 - Familiarity with HUD, SAMHSA, VA, HMIS, Medicaid, and Michigan state contracting.
 - Experience with multi-site operations and cost allocation across programs and funding streams.
 - Experience with capital projects, real estate transactions, or tax credit financing.
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Personal Attributes

- **Hands-on.** Willing to open the ledger, not just review the summary.
 - **Candid.** Brings problems to the CEO early and in full, including problems the CFO created.
 - **Detail-disciplined without losing altitude.** Can reconcile an account and then explain what it means for the strategy.
 - **Mission-aligned.** Understands that every dollar decision affects a person who slept in one of our beds last night.
 - **Steady under pressure.** Cash gets tight, funders get slow, and grants get audited. The CFO stays calm and specific.
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Working Conditions

On-site in Detroit with regular travel among DRMM locations. Occasional evening and weekend work around close, audit, budget season, and Board meetings.

Compensation

Competitive and commensurate with experience, benchmarked against comparable Michigan nonprofit organizations of similar size and complexity. Includes health benefits, retirement plan, and paid time off.

To Apply

Submit a resume and a cover letter that specifically addresses: (1) your hands-on experience with nonprofit fund accounting software, and (2) a government grant compliance issue you personally resolved.

Detroit Rescue Mission Ministries is an equal opportunity employer.