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Lore Barcelona  
Executive Director

Johnny C. Rivera  
President, Board of Directors

Job Title: Chief Financial Officer (CFO)

Location: East Harlem New York.

Type: Full-Time

Reports To: Chief Executive Officer

#### Position Overview:

Sinergia Inc. is seeking a dynamic and experienced Chief Financial Officer (CFO) to lead and oversee all financial aspects of our nonprofit organization. The CFO will play a pivotal role in ensuring the effective financial management and sustainability of our programs and services. This position requires expertise in nonprofit financial management, OPWDD regulations, and a strong preference for CPA certification.

#### Key Responsibilities:

##### 1. Financial Strategy and Planning:

- Develop, implement, and monitor financial strategies and budgets to support Sinergia' s mission and growth objectives.
- Provide strategic financial guidance to the CEO and the Board of Directors.

##### 2. Financial Operations:

- Oversee day-to-day financial operations, including accounts payable, accounts receivable, payroll, and financial reporting.
- Ensure compliance with all financial and accounting policies, procedures, and OPWDD regulations.

##### 3. Financial Reporting:

- Prepare and present accurate and timely financial statements, reports, and analysis to the CEO, Board, and external stakeholders.
- Provide financial analysis and recommendations to support decision-making.

##### 4. Audit and Compliance:

- Manage annual financial audits, coordinate with external auditors, and ensure compliance with all statutory and regulatory requirements.

##### 5. Risk Management:

- Identify financial risks and implement risk mitigation strategies.
- Develop and maintain appropriate financial controls and safeguards.

#### 6. Grants and Funding:

- Oversee grant accounting, reporting, and compliance for government grants, foundations, and other funding sources.
- Explore new funding opportunities and partnerships to support our mission.

#### 7. Team Leadership:

- Manage and develop the finance team, ensuring effective collaboration and a strong internal control environment.

#### 8. Opportunities and Efficiency:

- Identify opportunities for cost savings, revenue enhancement, and operational efficiency.

#### Qualifications:

- Bachelor's degree in finance, Accounting, or a related field.
  - CPA certification is strongly preferred.
  - Proven experience as a CFO in a nonprofit organization with a focus on OPWDD services.
  - In-depth knowledge of nonprofit financial management, fund accounting, and compliance with OPWDD regulations.
  - Strong analytical, problem-solving, and decision-making skills.
- Excellent communication and leadership abilities.
- Demonstrated experience working with auditors and external stakeholders.
  - Ability to thrive in a dynamic, mission-driven environment.

#### Application Process:

Interested candidates are invited to submit their cover letter, resume outlining their qualification and salary expectations to Human Resources Director, Lenny Moise 2126432840 ex 337/ 646-477-7510/

[Careers@sinergiany.org](mailto:Careers@sinergiany.org)

Sinergia Inc. is an equal opportunity employer, and all qualified applicants will receive fair consideration for employment.