



Association of State and Territorial Health Officials

Chief Financial Officer

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Position Overview

The Chief Financial Officer (CFO) is a member of the Executive Leadership Team (ELT), responsible for providing strong leadership, management, and vision to ensure efficient and effective financial systems and integrity for the organization. Leads fiscal operations of ASTHO including finance, federal and private grants, contracts, and provides strategic management of the accounting and finance functions. This position requires extensive knowledge and experience in federal grants administration and federal grants compliance, as ASTHO receives a majority of its revenue through federal funding, primarily HHS, CDC and HRSA. The CFO will be located in Arlington, VA.

Key Responsibilities

This position supervises the accounting, federal and private grants administration, and financial planning and analysis teams and holds primary overall responsibility in the following areas:

- Oversees the financial operations for the organization at both the strategic and tactical level.
- Supervises a fiscal team of up to 4-5 direct reports and 20 staff, setting clear and specific performance goals and expectations, and periodic performance reviews.
- Ensures compliance with all aspects of federal grants and ensures organization's policies and procedures are compliant with federal grant requirements.
- Assesses and evaluates financial performance of the organization regarding long-term operational goals, budgets, and forecasts.
- Ensures the timely and accurate submission of monthly financial statements, federal and private grant reporting, and other key financial data.
- Reviews estimates, and cost/benefits analysis in the areas of finance, grants, and contracts.
- Oversees the annual organization operating budget process.
- Manages financial planning and analysis, including actual to budget and rolling forecasts.
- Supervises creation of reports, software implementation, and tools for budgeting and forecasting.
- Manages cash flow planning process and ensures funds availability.
- Represents organization to banks, financial partners, institutions, auditors, and officials. Maintains banking relationships and strategic alliances with vendors and business partners.
- Oversees annual financial audit, Single Audit and 990 Tax Return.
- Ensures compliance and timely reporting including Lobbying and various state and local registrations and tax filings.
- Ensure the organization's policies and procedures reflect strong and effective internal controls.
- Remains current on audit best practices as well as state, federal and local laws

regarding organization operations.

- Directs accounting policies, procedures, and internal controls.
- Identifies and manages business risks and insurance requirements.
- Identifies, acquires, and implements systems and software to provide critical financial and operational information.
- Creates and establishes yearly financial objectives that align with the organization's plan for growth and expansion and provides insight for both short-term and long-term growth.
- Utilizes forward-looking models and activity-based analyses to provide financial insight into the organization's plans and operating budgets.
- Directs the planning, development, and implementation of grant proposals; budgeting; analyses of grant-related activities and performance; grant progress and final reporting requirements; and expense and vendor contract authorizations.
- Negotiates the organization's indirect cost rate agreement with cognizant agency.
- Primarily responsible for planning, communications and reporting to the ASTHO Audit and Finance Committee of the Board of Directors.

Qualifications and Experience

- Bachelor's degree in Finance, MBA or relevant advanced degree strongly preferred. CPA desired.
- 10 years of managerial experience at both the strategic and tactical level in financial management in an organizational like ASTHO to include successful management of:
 - Federal grants and contracts including negotiating indirect cost rates.
 - Reporting systems to share financial information with appropriate staff.
 - Monitoring and control overall all aspects budget development.
 - Reporting key metrics on organizational performance.
 - Federal audits and related OMB requirements.
- Provides leadership with financial reports and prepares reports for and presents to the Board of Directors on all fiscal matters.
- Hands on experience with ERP financial systems.
- Demonstrated experience in financial planning and analysis.
- Demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration.
- Knowledge of the Federal grants, contracts, and procurement processes as they apply to a large 501c3 organization.
- Outstanding knowledge and understanding of GAAP, IFRS, and SOX compliance.
- Knowledge of public health organizations preferred.
- Commitment to staff diversity and inclusion and supporting employee professional development.
- Strategic thinker with an open and collaborative style of leadership.
- Ability to anticipate emerging issues and proactively implement policy and

programmatic solutions.

- Excellent people skills and excellent internal and external customer service orientation.
- Personal qualities of integrity, credibility, and commitment to values and mission and vision.

Organization Overview

The Association of State and Territorial Health Officials is a nonprofit organization committed to supporting the work of state and territorial public health officials and furthering the development and excellence of public health policy nationwide.

ASTHO's membership is comprised of 59 chief health officials from each of the 50 states, Washington, D.C., five U.S. territories, and three Freely Associated States. ASTHO also supports peer communities of state and territorial health leaders and senior executives in health departments who work with the over 100,000 public health professionals employed at state and territorial public health agencies.

ASTHO's primary functions are to:

- Develop strong and effective public health leaders.
- Improve public health through capacity building, technical assistance, and thought leadership.
- Advocate for resources and policies that improve the public's health and well-being.

In all our endeavors, we aim to promote the advancement of equity and optimal health for all.

[Access the 2022-2024 Strategic Plan](#)

Digital Presence

Web: <https://www.astho.org/>

X: <https://twitter.com/ASTHO>

LinkedIn: <https://www.linkedin.com/company/association-of-state-and-territorial-health-officials/>

Facebook: <https://www.facebook.com/StatePublicHealth/>

YouTube: <https://www.youtube.com/c/ASTHO>

Vetted Solutions

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Vetted Solutions is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

For confidential consideration, please email your cover letter and resume to ASTHOCFOSearch@vettedolutions.com or call +1 202 544 4749.

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