



CREATING PATHWAYS FOR INDIVIDUALS WITH DIVERSE ABILITIES TO THRIVE.

www.pdipueblo.org • (719) 564-0000

Pueblo Diversified Industries
welcomes candidates
for the position of:

Chief Financial Officer



**Pueblo Diversified Industries
2828 Granada Boulevard
Pueblo, Colorado 81005**

Organization History and Scope

Pueblo Diversified Industries (PDI) is a 50+ year-old 501c(3) nonprofit located in Pueblo, Colorado with a mission to *“Create pathways of opportunity where people with diverse abilities thrive through informed choices, meaningful education and employment, premier residential services, and dynamic social experiences.”*

At PDI, our organization is a strong community resource for people with intellectual and developmental disabilities who are discovering their own diverse ability. PDI provides programs and compassionate, well trained staff and resources to meet each unique need of every individual we serve. At PDI, we strive to be person-centered. This means that we always treat every person as a unique person who can make choices to create the quality of life they want. Each person works with a team, including a support staff and peers they choose, to help determine what would be the best fit for them and would help them accomplish their own goals.

PDI strives to empower choices made by each person while ensuring they feel heard and respected. The primary client base for PDI are adults with diverse abilities (intellectual and developmental disabilities) who receive services under Medicaid for prevocational, supported employment, and/or residential and day programs. PDI also employs diversely abled and typically abled adults through federal contracts for both products and landscaping and custodial services. PDI is honored to serve and/or employ 175 diversely abled adults and employ 150 people with many different abilities. The annual operating budget is \$7M with no outstanding debt. Revenue generation is split between Medicaid Programs, product and service contracts and miscellaneous/private grants revenue on a 32%/64%/4% basis, respectively.

For more information, please visit: www.pdipueblo.org

The Position

Pueblo Diversified Industries is seeking an innovative Chief Financial Officer (CFO) to manage all financial aspects of our \$7M nonprofit corporation and to serve in a leadership capacity on our senior management team. The CFO directs PDI's Finance Department, financial planning and accounting, manages contracts with associated businesses, relationships with banking and lending institutions and the financial community by performing the following essential duties and responsibilities personally or through subordinate managers and staff.

This position is very-much a hands-on position and an excellent opportunity to join a leading nonprofit organization in Pueblo, Colorado. This is an ideal position for a CFO, a Controller or Director of Finance that enjoys mentoring, team building and wearing multiple hats! Our motto is; *“We are all DSPs at heart and provide direct professional service each day in any way!”*

Other aspects of this position include performing the following essential responsibilities:

- Oversees and directs in a hands-on, team-environment the treasury, payroll, budgeting, audit, tax, accounting, purchasing, real estate, long-range forecasting and insurance activities for PDI.
- Provides for and directs procedures and computer application systems (through Sage, PayCom, iTherapyDocs) that are necessary to maintain proper records and to afford adequate accounting controls and services.
- Provides and directs activities such as custodian of funds, securities and assets of PDI.
- Appraises PDI's financial position and issues periodic reports on PDI's financial stability, liquidity and growth.
- Directs and coordinates the establishment of budget programs.
- Coordinates tax reporting programs.
- Analyzes, consolidates and directs all cost accounting procedures together with other statistical and routine reports.
- Evaluates and analyzes monthly and annual financial statements and reports.

- Directs and analyzes studies of general economic, business and financial conditions and their impact on PDI's policies and operations.
- Analyzes operational issues impacting functional groups and the whole organization and determines their financial impact.
- Establishes and maintains contact with financial institutions.
- Develops and provides routine reports to the organization's board of directors.
- Participates in the grant-writing process as required.
- Works closely and cooperatively with outside financial auditors.
- Performs routine internal audits to ensure accuracy and timeliness of work product.

Qualification Requirements

The qualified Chief Financial Officer has higher-level leadership experience and should have a background in business and operations in both for-profit and nonprofit environments; and also in mergers and acquisitions. This unique role requires a skilled executive in finance and accounting with a sense of optimism in support of a growing organization.

The successful candidate must have a hands-on approach with a friendly and professional demeanor, proven servant leadership abilities, and be willing to be involved in the day-to-day accounting, payroll and financial processes. Additionally, the successful candidate should possess the following high-performance attributes:

- Master's degree preferred and four years' related experience and/or training; or equivalent combination of education and experience.
- Master of Business Administration degree preferred,
- Certified Public Accountant designation preferred.
- Five or more years of demonstrable and increasing experience leading finance and/or accounting teams in a diverse environment.
- Demonstrable experience in a diverse and rapidly changing finance and accounting setting.
- A background in business and operations in for-profit and nonprofit environments; and successful outcomes with mergers and acquisitions.
- Experience with Sage, PayCom and iTherapyDocs software systems preferred.
- Professional interpersonal skill level in working with and advocating for constituents with diverse abilities.
- Demonstrated professional integrity and fiduciary responsibility in managing organizational property and resources.
- Skill in directing or managing multiple projects whether existing or in development while observing unique timeline requirements.
- Strong interpersonal skills in handling sensitive and confidential matters.
- Knowledge and experience in successful government and business contracting.
- Demonstrated ability to build successful, business and collaborative community relationships with appreciation for differences in organizational cultures.
- Exceptional written and oral presentation skills; and the ability to convey organization's mission and maintain effective communications internally and externally.

Compensation

The compensation program for the CFO position is competitive within the nonprofit industry, with the salary depending upon experience level of the candidate. The hiring range for this position is projected to be \$ 85,000 to \$100,000, depending on experience. Employment at PDI is "at-will" and relocation assistance is available for the exceptional candidate.

Employee Benefits

In addition, all full-time exempt PDI employees are eligible for the following employee benefit programs including the following:

- Insured employee benefits available on the first day of the month following 30 days of employment that include:
 - Kaiser health/medical, with a premium cost-sharing program.
 - Two dental insurance benefit plans to choose from, with a premium cost-sharing program.
 - Vision insurance plan through Beta Health (CL Vision Select) with a premium cost-sharing program.
 - Short-term disability insurance, group life and accidental death and dismemberment (AD&D) insurance – all premiums paid by PDI.
- Flexible Spending Account program
- Voluntary group term life insurance
- Employee Assistance Program
- Paid Time Off (PTO) Program
- Paid holidays
- 401(k) Program with employer match
- King Soopers Community Rewards Program
- YMCA Gym Membership

Application Process

Application deadline: Monday, December 7th

Interested candidates should submit the following:

1. Your professional resume,
2. A cover letter explaining your interest in the position,
3. Your compensation history and expectations for this position,
4. Your professional references, and;
5. Your availability to interview during the first weeks of January 2021.

Please submit these to our Recruitment Services Consultant via email to:

mspiroff@employerscouncil.org

Please place **“PDI CFO –20-18”** in the subject line of your email. Or, you may send in hard copy to:

Mark Spiroff, Senior Consultant
Employers Council
1799 Pennsylvania Street
Denver, CO 80201-0539

Please note the finalist candidate must pass a thorough pre-employment background check and drug screen.

Equal Employment Opportunity Statement:

PUEBLO DIVERSIFIED INDUSTRIES IS AN EQUAL OPPORTUNITY EMPLOYER.