



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES
P. O. Box 210
TRENTON, NEW JERSEY 08625-0210

ELIZABETH MAHER MUOIO
State Treasurer

NOTICE OF VACANCY

An opportunity currently exists in the unclassified service with the New Jersey Maternal and Infant Health Innovation Authority, for applicants who meet the requirements below:

POSTING #:	2024-086-P	OPEN TO:	General Public
ISSUE DATE:	June 12, 2024	CLOSING DATE:	June 26, 2024
FUNCTIONAL TITLE:	Chief Financial Officer	CIVIL SERVICE TITLE:	Government Representative 2
SALARY:	\$125,000 - \$140,000	LOCATION:	225 East State Street, Trenton, NJ 08625

OVERVIEW: In July 2023, Governor Murphy signed S3864, also known as the “New Jersey Maternal and Infant Health Innovation Center Act”, which created the New Jersey Maternal and Infant Health Innovation Authority (MIHIA), the first of its kind in the nation. MIHIA is tasked with overseeing the New Jersey Maternal and Infant Health Innovation Center (MIHIC) based in Trenton and will be the government entity that continues the vital work of Nurture NJ for years to come. Nurture NJ is the statewide program that was launched by First Lady Tammy Murphy in 2019 to reduce the maternal and infant mortality epidemic in New Jersey and ensure equitable care among women and children of all races and ethnicities.

MIHIA officially launched March 27, 2024. MIHIA will lead the State’s efforts to coordinate, promote, and implement education, policymaking, research, innovation, and perinatal workforce development, among other things, with a particular focus on eliminating racial disparities in maternal and infant health outcomes.

JOB SUMMARY: The Chief Financial Officer will serve as the finance leader and finance business partner for the MIHIA and key state agencies and stakeholders, working closely with the full MIHIA leadership team and key external constituencies. Will advise the MIHIA Executive Committee, and as appropriate, the MIHIA Board, on finance-related issues and initiatives, while creating and managing financial management practices aligned with the broader organizational strategy. Oversee the finance organization which includes budgeting, FP&A, Finance Operations/Special Projects, Portfolio Analysis, appropriations management, investments, and capital debt financing. Work with the Controller and FP&A leadership to help manage and develop the MIHIA’s operating budget tracking. Work with other departments to monitor progression and reporting related to the revenue goals of the MIHIA annual and longer-term strategic plans. Confirm that revenue streams are budgeted, monitored, and tracked by creating and regularly reconciling annual business plans with primary revenue generators, the principal areas of earned income, and government support. Identify, review, and report on areas of potential institutional risk and propose mitigations. Serve as inter-departmental team leader for financially driven special projects, and contribute to the solution of management, legal, risk, or financial issues from an institutional perspective.

Evaluate current and proposed new enhancements for financial review programs to support the management of MIHIA grants/projects by performing: Cash flow modeling, Financial information review during the application process, Operating expenditure and cost allocation review, Contract administration, Federal financial compliance, Compliance oversight of performance requirements in MIHIA contracts. Partner with NJ Treasury Office of Management & Budget and MIHIA executive management to coordinate annual budget appropriation requests and provide updates on existing funding status and outcomes. Provide finance support to MIHIA's strategic initiatives and organizational needs and continually assess the MIHIA's financial strategies and policies to ensure they remain compliant with regulatory, operational, and legal changes. Work

closely with and regularly present to the MIHIA Board, and specifically the Audit Committee on strategic finance matters. Responsible for maintaining the Audit Committee Charter and ensuring compliance with its requirements.

Assist in the development and fiscal management of one or more nonprofit entities, established to engage in fundraising, by generating revenue to be used in support of maternal and infant health services. Oversee financial operations of nonprofit entity organized and operated to be eligible under applicable federal law for tax-exempt status and for the receipt of tax-deductible contributions. Contribute to development activities as appropriate.

Track and provide accurate and timely reports on the operating budget. Oversee the ongoing controls of the organization while managing key contracts with external partners. Oversee enterprise risk management initiatives and loan portfolio risk and compliance review. Manage the insurance program. Partner with executive management on the appropriateness of finance fee revenue levels to support ongoing operations. Enable business unit and functional department-level decision-making through financial reporting/dashboards. Oversee management of financial systems, including the periodic update, enhancement, or replacement of such systems, in consultation with the Controller. Will lead, attract, manage, motivate, develop, and retain high-performing talent/teams. Build out the future state organization of the finance function, including mentoring and supervising new talent and hiring additional managerial support as needed over time. Promote teamwork and communication to encourage an interactive, cooperative, collaborative, and customer-focused work environment among the division, MIHIA staff, and external customers. Build, develop, mentor, and coach direct reports to develop skills and behaviors to enhance performance. Set staff goals and objectives, and reviews staff semi-annually and annually against individual plans. Develop and implement training and succession plans for the team.

The desired candidate will be a well-balanced finance leader who demonstrates a good mix of operational/technical finance management and strategic financial leadership/partnership. Able to stay close to the details while also able to contribute at a broad, strategic level. A team player/business partner who demonstrates the ability to work in a collegial, collaborative, and forward-thinking organization. Strong listening skills, empathy, patience, and the ability to lead through influence and by example. Working knowledge of both GAAP, GASB, and financial modeling with a commitment to updating and enhancing professional and technical capabilities to always remain "current" in all regulatory and financial reporting requirements. Must possess comprehensive knowledge of financial accounting and financial systems and data, with demonstrated experience in planning, implementing, and testing new and upgraded solutions in a cloud-based, client-server, and PC-based environment. Knowledge of general ledger systems and modules, including accounts payable, accounts receivable, fixed assets, and other sub-ledger systems; financial reporting software; and financial workflows. Knowledge of loan management and banking payment systems is helpful and preferred.

The MIHIA currently offers a hybrid work schedule for up to 2 days of telecommuting work from home. To participate, you will be required to have high-speed home internet access and a manager's approval. This program does not supersede the "New Jersey First Act", which requires newly hired MIHIA employees to establish and then maintain, principal residence in the State of New Jersey. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- BS in Accounting/Finance/Economics required; MBA is preferred. CPA is desirable
- 10+ years of progressive finance experience in a governmental, financial services, nonprofit, similar environment.
- 5 years management/supervisory experience
- Proven proficiencies in nonprofit finance; federal, state, government grants, internal control reporting, appropriations, and sub awards
- Related work experience in general private, public, or government accounting/auditing environment
- Strong early career finance training and foundational experience in a best-in-class finance organization (including public accounting firms and/or respected corporate finance training programs) preferred

IMPORTANT NOTES:

- **UNCLASSIFIED APPOINTMENT:** Your employment at MIHIA is voluntary and subject to termination by you or MIHIA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate, or modify the employment-at-will status of MIHIA employees.

- **SAME APPLICANTS:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- **RESIDENCY:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, visit: <https://nj.gov/labor/lwdhome/nifirst/NJFirst.html>.
- **WORK AUTHORIZATION:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.
- **FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 26, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting a degree was awarded or a copy of the diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 086 - Chief Financial Officer" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer