



# 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:** July 29, 2024

**CLOSING DATE:** August 12, 2024

**FUNCTIONAL TITLE:** Chief Financial Officer

**CIVIL SERVICE TITLE:** Government Representative 2

**SALARY:** \$175,000 - \$200,000

**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 NJ MIHIA Chief Financial Officer (CFO) reports to and partners with the President/CEO and is responsible for managing, maximizing, and safeguarding the financial assets of the organization. They will also partner with the Controller to oversee all aspects of the MIHIA finance function, which includes budgeting processes, FP&A, treasury services, investments, appropriations, and special projects. They will lead and develop the MIHIA finance team to provide best-in-class finance services.

The CFO will present information and analysis to the MIHIA Board of Directors and interact closely with the Audit Committee on budget and strategic finance matters. The CFO will drive the development and performance of MIHIA’s finance department, helping it to partner effectively throughout the organization, delivering excellent, proactive, customer-oriented information, analysis, and services. They will continuously evaluate and improve the finance function (people, process, and systems) and apply technology to maximize performance of the finance function to support the broader MIHIA organization

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.

This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. 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.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve as 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. Advise the MIHIA Executive Committee, and as appropriate, the MIHIA Board, on finance-related issues and initiatives. Create and manage financial management practices aligned with the broader organizational strategy
- Oversee MIHIA's finances which includes budgeting, FP&A, Finance Operations/Special Projects, Portfolio Analysis, appropriations management, investments, and capital debt financing
- 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
- Work with the Controller and FP&A leadership to help manage and develop the 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
- Track and provide accurate and timely reports on the operating budget
- 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
- Oversee the ongoing controls of the organization. Manages key contracts with external partners
- Responsible for maintaining the Audit Committee Charter and ensuring compliance with its requirements
- Oversee enterprise risk management initiatives and loan portfolio risk and compliance review
- Manage MIHIA's insurance policies.
- 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. Partner with other senior MIHIA executives and Controller to manage, report, and analyze the institution's investment portfolio, investment policy & OPEB trust. Identify, review, and report on areas of potential institutional risk and propose mitigations.
- Serve as inter-departmental team leader for financial driven special projects, and contribute to the solution of management, legal, risk, or financial issues from an institutional perspective
- Partner with executive management on appropriateness of finance fee revenue levels to support ongoing operations
- Oversee management of financial systems, including the periodic update, enhancement, or replacement of such systems, in consultation with the Controller
  - Drives continuous improvement of the finance function with the assistance of project managers and finance staff
  - Partners with other business units that manage systems that integrate with or have dependencies on the financial systems

- Work closely with and regularly present to the MIHIA Board, and specifically the Audit Committee on strategic finance matters
- Enable business unit and functional department-level decision making through financial reporting/dashboards.
- 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 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
- Promote teamwork and communication to encourage an interactive, cooperative, collaborative, and customer-focused work environment among division, MIHIA staff, and external customers.
- Must complete annual and semiannual self-assessment, as required
- Ensure department practices and processes are in compliance with MIHIA policies and guidelines and are consistently applied
- Build, develop, mentor, and coach direct reports to develop skills and behaviors to enhance performance. Set staff goals and objectives, reviews staff semi-annually and annually against individual plans. Develop and implement training and succession plans for the team.
- Perform other duties and special projects, as assigned.

#### **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](mailto: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/njfirst/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 August 12, 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](mailto:EmploymentRecruiter@treas.nj.gov)

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

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*  
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**Antoinette Sargent, Human Resource Officer**