



# Maui Family Support Services, Inc.

*Strengthening Children and Families in Maui County for over 37 Years!*

## Job Opening: CHIEF FINANCIAL OFFICER

**Organization:** Maui Family Support Services, Inc. (MFSS) is an accredited private 501(c)(3) agency established in 1980. MFSS' mission is to promote healthy family functioning by providing supportive services which build on family strengths. MFSS 75 staff members serve approximately 700 families each month through 10 programs on Molokai, Lanai, and Maui.

**Essential Duties and Responsibilities:** Under the general direction of the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) is responsible for the Agency's financial management, maintaining compliance with federal, state and local taxing body's regulations and laws. Assists the CEO and the Executive Leadership Team for the long-range financial planning of MFSS. Provides a year to date budget analysis to the CEO, Board of Directors (BOD), and Board Finance Committee. Prepares fiscal reports and analysis, coordinates fiscal audits with external auditors (CPA, federal, state and county). Develops proposal budgets to be submitted to funding sources, and prepares, monitors, and amends the agency's fiscal budget and the financial plan. Designs, implements, and maintains appropriate internal control systems and procedures in accordance with Generally Accepted Accounting Principles. Maintains fiscal compliance with program contract requirements, and process monthly, quarterly and annual billings as specified by each funding source. Resolves problems encountered with processing fiscal contract requirements by communicating directly with the funding source. Supervise, train, monitor finance staff to ensure compliance with federal, state, and local regulations.

**Qualification Requirements:** Knowledge of non-profit financial management is an essential requirement of this position. Master's degree in Finance or Business Administration preferred; or Bachelor's degree in Accounting, Business Administration, or related field required and five (5) years of experience in working with human service programs to include experience in program design, planning and evaluation, budget planning, service delivery administration, report and proposal/grant writing, interpreting federal contracts, government reporting requirements and financial management, and supervision of staff. Ability to work collaboratively with funding agencies at the federal, state, and local levels. Knowledge of Hawaii community and human service resources. Able to work flexible hours, including evenings and weekends.

CLICK [HERE](#) TO APPLY FOR THIS POSITION

**Administrative Office  
& Kupukupu  
Child Development  
Center:**  
1844 Wili Pa Loop  
Wailuku, HI 96793  
Phone: (808) 242-0900  
Fax: (808) 249-2800

**Quality Care for  
Hawaiian Keiki**  
55 N. Church St.  
Suite A-1  
Wailuku, HI 96793  
Phone: (808) 793-2816  
Fax: (808) 868-4113

**EHS Child  
Development Center:**  
15 Ipu Aumakua Lane  
Lahaina, HI 96761  
Phone: (808) 661-1170  
Fax: (808) 661-1198

**Hale Hi'ipoi  
Hana Infant and  
Toddler Center:**  
4111 Hana Hwy  
P.O. Box 938  
Hana, HI 96713  
Phone: (808) 248-7609

**Moloka'i Office:**  
107 B Ala Malama Ave  
P.O. Box 1658  
Kaunakakai, HI 96748  
Phone: (808) 553-8114  
Fax: (808) 553-8115

**Lana'i Office:**  
730 Lana'i Ave #109  
P.O. Box 631043  
Lanai City, HI 96763  
Phone: (808) 565-7484



[www.mfss.org](http://www.mfss.org)

