TAADAS

Chief Financial Officer (CFO)

Full-Time | On-site in Nashville, TN | Reports to Executive Director

Compensation & Benefits

Annual salary: $75,000–$80,000, plus health insurance and other employee benefits, paid time off.

Position Overview

TAADAS is seeking a Chief Financial Officer to lead financial operations, budgeting, grant and contract financial management, and fiscal compliance. The CFO safeguards organizational assets, maintains accurate financial records and effective internal controls, and advises the Executive Director and organizational leadership on financial performance, risks, and planning. This position supervises financial staff and works with program leaders, auditors, monitors, and funding agencies.

Key Responsibilities

- Oversee accounting operations, including accounts payable and receivable, payroll, general ledger, bank accounts, and financial reporting.
- Lead annual operating, program, grant, and contract budgets; review budget-to-actual results, forecasts, and budget revisions.
- Oversee grant financial reports, reimbursement requests, invoices, drawdowns, expense allocations, and grant closeouts.
- Establish and maintain financial policies, internal controls, separation of duties, and safeguards against financial risk.
- Oversee payroll allocations, financial documentation, and compliance with applicable funding and organizational requirements.
- Support audits and monitoring reviews, address findings, and coordinate corrective actions.
- Supervise the Financial Analyst, Bookkeeper, and other assigned financial personnel; provide financial guidance to leadership and the Board.

Qualifications

- Bachelor’s degree in accounting, finance, business administration, or a related field preferred; significant relevant financial management experience may be considered in lieu of a degree.
- Experience in accounting, financial management, budgeting, financial reporting, and oversight of core accounting functions.
- Experience with QuickBooks or comparable accounting software; advanced Microsoft Excel skills and working knowledge of Word and Outlook.
- Strong knowledge of generally accepted accounting practices, internal controls, and financial risk management.
- Demonstrated supervisory ability, sound judgment, confidentiality, and strong analytical and communication skills.
- Nonprofit accounting experience preferred; experience managing federal and state grant funds strongly preferred.
- Knowledge of substance use disorder services or the behavioral health field preferred.

How to Apply

Submit your resume to **april@taadas.org** by **December 15, 2026.**