Part-Time Chief Financial Officer (CFO)

About WestBridge Vocational, Inc.

WestBridge, located in the mountain town of Sylva, NC, is a CARF-accredited nonprofit organization dedicated to empowering individuals with disabilities and other barriers to employment through vocational training, meaningful work opportunities, and supportive services. Through our manufacturing of medical drapes, workforce development, and community employment programs, we help individuals build skills, gain independence, and achieve greater economic self-sufficiency.

At WestBridge, our mission extends beyond financial performance. We are committed to creating opportunities that transform lives while maintaining a strong, sustainable organization that serves our employees, customers, funding partners, and community.

Our Work Environment Includes:

- A mission-driven culture focused on changing lives
- Collaborative executive leadership
- Continuous improvement and innovation
- Meaningful community impact
- Professional and supportive work environment
- Flexible engagement structure

About the Role

WestBridge is seeking an experienced semi-retired part-time Chief Financial Officer (CFO) to serve as a strategic financial advisor and member of the Executive Leadership Team. This part-time leadership role provides high-level financial oversight, strategic planning, organizational guidance, and financial stewardship while partnering closely with the CEO and Board of Directors.

The part-time CFO will help ensure WestBridge's long-term financial sustainability, strengthen financial systems and reporting, support regulatory and funding compliance, and provide strategic insight to support organizational growth and mission success.

This position is ideal for a seasoned financial executive who enjoys helping mission-driven organizations strengthen operations and achieve long-term sustainability while working in a flexible, part-time capacity.

Key Responsibilities

Strategic Financial Leadership

- Serve as a trusted advisor to the CEO and Executive Leadership Team.
- Provide financial analysis and recommendations to support strategic decision-making.
- Assist with long-range financial planning and organizational sustainability.
- Support evaluation of growth opportunities, capital investments, and strategic initiatives.
- Advise leadership on financial risks and opportunities.

Board and Executive Support

- Prepare and present financial reports, forecasts, and key performance metrics to the Board of Directors.
- Assist leadership in interpreting financial results and organizational trends.
- Provide guidance regarding financial policies, reserves, investments, and cash management strategies.
- Support board education regarding financial performance and organizational sustainability.

Financial Oversight

- Prepare monthly financial statements and key performance indicators.

- Ensure sound internal controls and financial management practices.
- Provide oversight and guidance to accounting staff.
- Strengthen financial reporting processes and improve financial visibility across the organization.
- Prepare, review, and advise on annual operating and capital budgets.

Nonprofit Compliance & Risk Management

- Provide oversight related to nonprofit accounting standards and fund accounting practices.
- Assist with grant, contract, and funding compliance requirements.
- Support organizational compliance efforts related to accreditation, audits, and regulatory obligations.
- Review organizational insurance, risk management, and financial policies.

Audit & External Partnerships

- Serve as a liaison with external auditors, bankers, investment advisors, and tax professionals.
- Support annual audit preparation and financial statement review.
- Advise on financial best practices and process improvements.

Leadership & Mentorship

- Serve as a mentor and strategic resource to the CEO.
- Help develop financial acumen among managers and leaders throughout the organization.
- Promote a culture of accountability, transparency, and continuous improvement.

Qualifications

Required

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.

- Minimum of 10 years of progressive financial leadership experience, including executive-level financial management.
- Demonstrated experience serving as a CFO, Finance Director, or senior financial leader.
- Strong knowledge of GAAP and financial reporting requirements.
- Experience with budgeting, forecasting, cash flow management, and strategic financial planning.
- Ability to communicate complex financial information to non-financial audiences.
- Strong leadership, analytical, and relationship-building skills.

Preferred

- CPA, MBA, or equivalent professional credentials.
- Experience with nonprofit organizations and nonprofit accounting.
- Knowledge of grant management, fund accounting, and government funding requirements.
- Knowledge of manufacturing accounting
- Experience supporting Boards of Directors and Finance Committees.
- Familiarity with manufacturing, workforce development, vocational rehabilitation, human services, or social enterprise organizations.

Time Commitment

- Flexible part-time engagement.
- Estimated 24-32 hours per week, with flexibility based on organizational needs.
- Attendance at Board Finance Committee meetings and selected Board meetings.

What Success Looks Like

The successful CFO will:

- Provide strategic financial leadership that supports WestBridge's mission and long-term sustainability.

- Strengthen financial forecasting, reporting, and decision-making processes.
- Ensure strong financial controls and regulatory compliance.
- Serve as a valued partner to the CEO, Board, and leadership team.
- Help position WestBridge for continued growth, operational excellence, and community impact.

WestBridge is an Equal Opportunity Employer committed to creating an inclusive workplace where every individual is valued, respected, and empowered to succeed.

For further information contact Sandy Stimston, Director of Human Resources at sstimson@westbridgevoc.org or 828-586-8981 Ext. 201