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EXECUTIVE SEARCH

Chief Financial Officer

Empowering Advocates. Impacting Children.

ORGANIZATION	CYAN of Pennsylvania
REPORTS TO	President & Chief Executive Officer
STATUS	Full-time, exempt
PUBLISHED	October 20, 2026

JOB TITLE	REPORTS TO	STATUS
Chief Financial Officer (CFO)	President & Chief Executive Officer (CEO)	Exempt

Position Overview

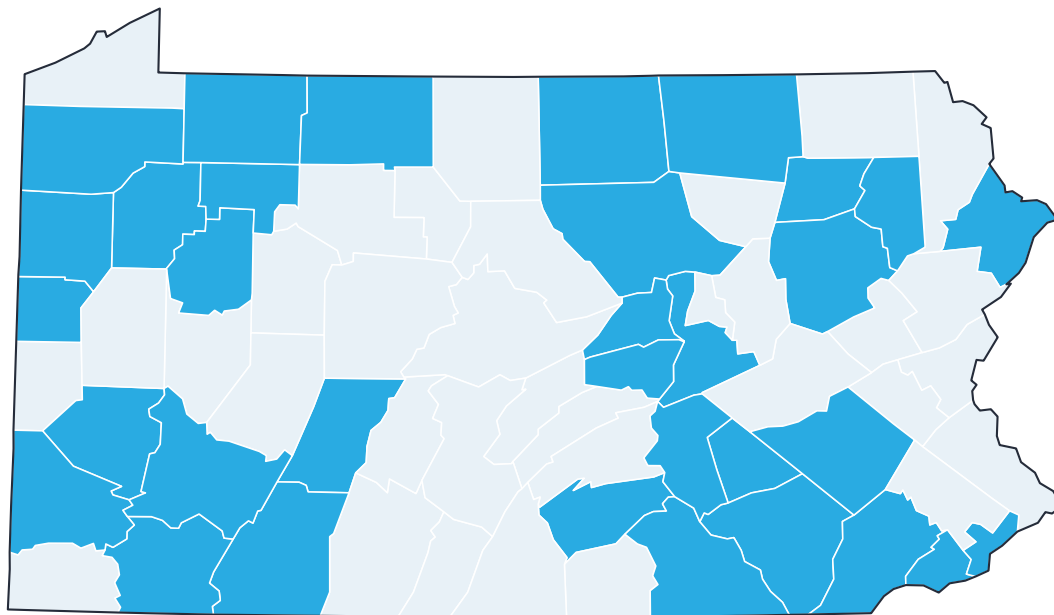
The mission of the Child & Youth Advocacy Network of Pennsylvania (CYAN PA) is to advance volunteer child advocacy for the health, safety, and well-being of children before the court as a result of abuse and neglect, so every child has the opportunity for permanency. The state office serves as a mission-driven champion, empowering, supporting, and establishing local affiliates across the Commonwealth through strategies and resources that enable child advocacy to thrive.

Reporting to the President & CEO, the Chief Financial Officer (CFO) oversees all financial functions that support the accomplishment of CYAN PA's mission, including finance, grant management, and risk management. This hands-on position handles all general ledger tasks, completes the monthly close, and supports subsequent reporting requests upon those results. The CFO will coordinate and consult with the President & CEO, CYAN PA executive management, and Finance Committee to ensure financial and other infrastructure goals are accomplished in accordance with best practices. The CFO is a member of the executive management team and is responsible for developing and implementing a financial management strategy that ensures credibility, trust, and transparency with internal and external stakeholders. The CFO works with the executive management team and Finance Committee to ensure the organization is sustained through strong internal systems and diversified funding. The CFO interfaces with external auditors and accountants, payroll service, attorneys, bank representatives, insurance providers, and benefits representatives regularly. The CFO will ensure appropriate risk management practices are in place and will lead the development of necessary policies to accomplish these practices. The CFO will supervise and participate in carrying out all financial functions, with immediate responsibility for financial management and CYAN PA business operations.

About CYAN of Pennsylvania

CYAN of Pennsylvania is a nonprofit organization founded in 1998 to start, strengthen, and support local affiliates so they can ensure the safety, well-being, and permanency of every child affected by abuse and/or neglect in Pennsylvania. On October 7, 2026, PA CASA became CYAN of Pennsylvania. Our name changed; our mission did not.

To fulfill its mission, CYAN of Pennsylvania supports the existing network of local affiliates, builds new affiliates, and secures resources critical to the mission. Currently, CYAN of Pennsylvania provides training, technical assistance, and continuous quality improvement services to the 21 local affiliates serving 33 counties. In the remaining 34 counties, CYAN of Pennsylvania actively pursues affiliate development. Through statewide advocacy, CYAN of Pennsylvania provides resources that make it easier for local affiliates to serve children. Our vision is for every child who has experienced abuse or neglect in Pennsylvania to have access to the service and support of a Judicial Child Advocate.



■ Served by a local affiliate
 ■ Affiliate development opportunity
 Source: cyanpa.org/local-affiliates

PENNSYLVANIA IN FY25-26

1,022

volunteers advocated statewide

1,952

children had a volunteer
advocate

88%

less likely to re-enter the care
system

Our Pillars



Constant

CYAN Judicial Child Advocates are often the only constant in a child's life—the one person who shows up, listens, and acts in their best interest until permanency is achieved.



Connection

One CYAN Judicial Child Advocate to one child is an essential part of our operating mission. Because the best outcomes require constancy. And that is only achieved through a deep, enduring relationship.



Competence

Just showing up isn't enough. This work is backed by Pennsylvania Statute Title 42, and requires skill and intensive training. This is both necessary and admirable.



Collaboration

CYAN Judicial Child Advocates can't function alone. It takes a network of staff, judges, legislators, board members, and the community to empower them to effectively support each child's best interests.

Culture

CYAN of Pennsylvania is a mission-driven, relationship-centered organization. We value collaboration, transparency, and trust in the way we work with each other, with local affiliates, and with the broader child welfare community.

We are committed to:

- Integrity in decision-making and governance.
- Creating spaces through our affiliates and partnerships where everyone is respected, included, and able to thrive.
- Accountability in how we manage resources and measure outcomes.
- Partnership with each of Pennsylvania's local affiliates.

We are a remote-first team that embraces flexibility, and we prioritize in-person connections when possible through regional visits, training, and our annual statewide conference.

Our Values

Everything we do rests on one belief: best-interest volunteer advocacy can ensure safety, well-being, and permanency for children who have experienced abuse or neglect.

High-Quality Advocacy

We value high-quality, volunteer-led child advocacy.

Strong Local Affiliates

We value strengthening local affiliates.

Diligence

We value diligence, thoughtfulness, and follow-through.

Empowered Communities

We value empowering local communities.

A Lasting Network

We value sustaining Pennsylvania's network of local affiliates.

Cultural Awareness & Diversity

We value cultural awareness and diversity.

We Live Our Values By

- Communicating with accuracy, integrity, and truthfulness
- Creating a community of respect, without judgment
- Listening to communities and affiliates to build understanding
- Integrating the values of individual communities into our work
- Intentionally setting goals
- Focusing on solutions
- Collaborating with local affiliates and stakeholders and persevering to achieve our goal



CYAN of Pennsylvania staff members are, back row from left, Ashley Frank, Chief Impact Officer; Trevor Brandt, Chief Operating Officer; and Jennifer DeBalko, President & CEO. Front row from left, Becca Matchett, Director of Impact, and Leyna Rozon, Director of Governance.

Responsibilities

Financial Management:

- Complete general ledger tasks and monthly close.
- Process payroll and stay up to date on federal and state requirements that pertain to payroll.
- Lead financial management and fiscal responsibility through the annual budgeting and planning process.
- Manage all financial plans and budgets, ensuring they align with the goals and objectives of the organization.
- Keep the executive management team abreast of the organization's financial status.
- Ensure financial controls are in accordance with GAAP and in compliance with 501 (c)(3) regulations.
- Review monthly financial position, prepare reports and make strategic recommendations, ensuring financial stability.
- Develop and provide monthly reports and dashboards to the executive management team of the organization's financial position involving assets and investments.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee.
- Responsible for meeting all financial reporting requirements including but not limited to the IRS 990, Department of State documents and other 501 (c)(3) requirements.
- Collaborate with each operational function to establish annual goals and objectives; track outcomes.
- Remain up-to-date on best practices in nonprofit finance, business systems, internal control measures, in accordance with state and federal law.
- In partnership with executive management and finance committee, develop a long-term financial roadmap to ensure the organization's financial goals are met.
- Assess organizational performance against the annual budget and the organization's long-term strategy.
- Serve and engage as the primary staff liaison to the finance committee of the Board of Directors.

Administration & Operations:

- Work with the executive management team to ensure the organization has the core financial systems, infrastructure, and processes to support organizational growth.
- Support local affiliates in development and structure of grant budget to meet their organizational needs.
- Oversee risk management, including insurance and legal activities such as letters of agreement, contracts, leases, and other legal documents.
- Collaborate with the President & CEO to implement broader talent strategies, aligned with agency priorities (e.g., compensation and benefits, employment processing, records management).
- Provide insight on cost analysis for benefits (health care and retirement) and be the lead on maintaining and informing employees on these benefits.

Leadership & Staff Management:

- Serve on the President & CEO's management team and participate in organizational problem-solving and decision-making.
- Effectively lead with an emphasis on collaborative strategic analysis, teamwork, planning, multi-year budgeting, and execution.
- Identify best practices and improve internal systems focused toward future needs and budget realities.
- Develop and implement financial and risk management continuous quality improvement (CQI) protocol for local affiliates in accordance with applicable and nonprofit best practices.
- Provide guidance and support in identifying and implementing financial systems for newly developing local affiliates.
- Provide technical assistance and education in financial, risk management, and grants management.
- Share responsibility for strategic integration of operations between departments.
- Other duties as assigned.

Required Qualifications

- Minimum of bachelor's degree in business management, finance, accounting or related field.
- Minimum of 10* years' experience in a senior finance position; minimum of 5 years' experience in a management role; experience in nonprofit sector preferred. (*A CPA or advanced degree in finance or accounting will decrease the number of years of experience required.)
- Expertise in nonprofit accounting and all GAAP, SEC and Uniform Guidance (UG) rules and regulations.
- Strong computer skills; including the visual presentation of complex financial data, and proficiency in Google Workspace and integrated business systems.
- Exceptional knowledge of financial forecasting, accounting principles and data analysis.
- Experience leading and inspiring a diverse staff.
- Ability to present complex information to various stakeholders in writing and verbally.
- Provide value-added for setting the strategic direction of the organization; active in the strategic planning process and establish annual functional area goals.
- Exhibit creative problem solving; analytical and rational thinking involving reasoned judgments. Ideas are systematic and include evaluations of contingency plans.
- Provide expert advice to CYAN PA executive management, Board of Directors and staff.
- Strong leadership skills, including evidence of ability to work across organizational boundaries and large, dispersed stakeholders to achieve results.
- Excellent written and verbal communication; strong interpersonal skills.
- Experience operating effectively in a fast-paced, strongly diverse environment, while effectively leading activities.
- Highly collaborative style, positive attitude, commitment to continuous improvement, and work ethic grounded in honesty and integrity.
- Commitment to diversity and inclusion; Driven toward learning, growing, and having discussions around this arena.

Preferred Qualifications

- Master's degree and/or CPA
- Prior experience with grants management, nonprofit management, financial management & reporting, risk management, internal controls/compliance, and integrated systems.

Benefits

CYAN of Pennsylvania is committed to supporting its employees' health, well-being, and work-life balance through a robust benefits package. We believe that when employees are well-supported, they are better positioned to advance our mission.



Financial and Professional Growth

- Salary is competitive and depends on experience. Excellent benefits package includes coverage for health and dental insurance; vision insurance.
- 403(b) retirement plan with employer contributions.
- Travel and mileage reimbursement from your home office location or from the Pennsylvania state line if working remotely out of state.
- Professional development support, including paid conference attendance, continuing education, and CEUs, in alignment with your role and annual goals.



Health & Wellness

- Health, dental, and vision insurance are available to all employees, their spouses, and their eligible dependents. Plans are offered at affordable premium rates, with options for both individual and family coverage.
- Employees who waive health coverage are eligible for a financial incentive.
- CYAN of Pennsylvania provides access to employee assistance resources.



Paid Time Off

CYAN of Pennsylvania offers generous PTO that reflects our belief in flexibility and balance. Full-time employees receive:

30 days

annually during years 1–2

35 days

annually during years 3–4

40 days

annually after five years of service

Paid time off can be used for vacation, illness, personal needs, or caregiving. Up to 10 unused days may be carried over into the following year. In addition to PTO, employees observe 16 paid holidays.

Benefits (cont.)



Family Leave and Flexibility

- Up to three months of unpaid parental leave is available for birth or adoption.
- CYAN of Pennsylvania maintains a flexible, remote-first work culture.
- Employees may flex hours and work remotely with supervisor coordination.



Paid Holidays • 2027

● Full day ○ Half day

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 · New Year's Day
18 · Martin Luther King Jr. Day

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 · President's Day

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 · Good Friday

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 · Memorial Day

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 · Juneteenth

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 · Independence Day

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 · Labor Day

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 · Columbus Day

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 · Election Day
11 · Veterans Day
25 · Thanksgiving Day
26 · Day after Thanksgiving

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

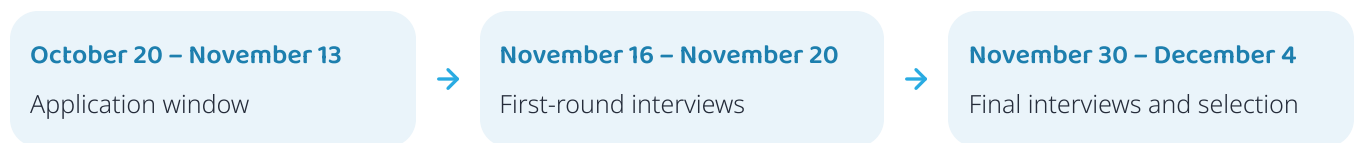
24 · Half day before Christmas
25 · Christmas Day
31 · Half day before New Year's Day

Application Procedure

To apply, please complete the application at cyanpa.org/careers. With your application, please submit:

- A cover letter outlining your qualifications and your interest in CYAN of Pennsylvania's mission and the Chief Financial Officer position.
- A resume

Hiring Timeline



Please note: This timeline may be accelerated depending on organizational needs. Early applications are encouraged.

Applications will be reviewed on a rolling basis. Direct any inquiries to CFOsearch@cyanpa.org.

Other Information

- This is a full-time exempt position, 40-plus hours per week.
- CYAN PA is a statewide organization; there may be occasional travel requirements for Board or other meetings.

Equal Opportunity Employer

It is the policy of CYAN PA to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, disability (except where the disability would disqualify the applicant because of a bona fide occupational qualification), military/veteran status, sexual preference, political affiliation, or any other protected status as defined by law.



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