

Job Description: Chief Finance Officer

Responsible To: Executive Director

Status: Full-time, Exempt

Summary: Under direction of the Executive Director, the Chief Financial Officer (CFO) directs and provides oversight for the activities of the Finance Department to include planning and oversight of financial systems, financial reporting, policies, and purchasing. The CFO provides recommendations to the Executive Director for strategic direction of fiscal policy matters; coordinates the preparation of the annual budget and periodically monitors expenditures in administering proper budget controls; and is responsible for the annual audit to determine the overall financial stability of the Agency. This position supervises the Finance staff and has oversight of the Senior Community Service Employment Program (SCSEP).

#### ESSENTIAL FUNCTIONS

- SEARP&DC Treasurer: Serves as SEARP&DC's staff Treasurer, ensuring compliance with various governmental accounting policies and procedures.
  - Approves preparation of all disbursements including payroll and payables.
  - Responsible for all financial investments of Agency funds.
  - Prepares financial statements for approval of the Board of Directors.
  - Reviews and consolidates all departmental budgets to prepare an Agency-wide budget for Board of Directors approval.
  - Serves as financial liaison to Board of Directors.
- Accounting and Financial Management: Provides leadership to ensure best practices performance in all areas of SEARP&DC's financial functions.
  - Manages all financial operations of SEARP&DC, including recording and retention, financial reporting, financial analyses, audits, internal controls, and risk assessment. Ensures the Agency complies with laws, regulations, and guidelines governing operations and procedures of fiscal accounting for local, state, and federal funds.
  - Serves as the official financial resource and source of advice to all departments within the organization; acts as a source of reference, expertise, and information.
  - Provides assistance, guidance, and support of the Executive Director making agency-wide financial decisions.
  - Identifies problems and solutions regarding the financial health of the organization.
  - Compiles, assembles, and analyzes data to include financial reports and account activity.
  - Contributes to SEARP&DC meeting its strategic objectives by assisting the Executive Director and department heads in conducting financial analysis of current and proposed activities.
  - Serves as SEARP&DC's liaison with auditors on all accounting issues.
  - Ensures and administers adequate internal accounting control and supervisions for personnel performing fiscal operations.
  - Oversees all payroll functions; oversees and completes monthly, quarterly, and annual financial and payroll reporting for all departments to include W2s, 941, unemployment, and state and federal taxes.
  - Responsible for monthly bank reconciliation procedures.
  - Verifies Agency expenditures and ensures audits complies with 2 CFR 200 Uniform Guidance for Federal Awards.
  - Reports and invoices to federal, state, and local agencies.

- Ensures capital purchasing is in accordance with federal and state procurement requirements.
- Department Head and Administration: Manages the daily functions of the Department. Supervises and provides oversight of employees.
  - Serves in the capacity of the Department Head for the Finance Department, including oversight of the Senior Community Service Employment Program (SCSEP).
  - Manages and oversees the daily operations and functions of accounting and finances, compliance, and security.
  - Prepares for, attends, and participates in meetings.
  - Collaborates with the Board of Directors, Executive Director, and other department heads, as necessary.
  - Participates in training and continuing education programs; maintains current professional knowledge and required credentials.
  - Establishes, maintains, and updates processes and procedures for the Department.
  - Ensures accuracy and timeliness of all work performed by Department employees.
  - Participates in all personnel matters associated with Department personnel, including employment, orientation, and training; disciplinary actions; leave; and separation.
  - Monitors and reviews projects to ensure that all deadlines are met and that the end products meet quality standards.
  - Develops and implements departmental and accounting policies and procedures.
  - Serves as a notary public for the Agency.
- Project/Grant Financial Administration: Develops procedures for administering all projects and grants for SEARP&DC.
  - Establishes, develops, and monitors project accounts for each project/grant.
  - Prepares financial reports in accordance with project guidelines for proper reporting of project/grant funds.
  - Prepares reimbursement documentation as required.
  - Prepares for and supports all programmatic audits.
  - Maintains extensive knowledge and expertise of grant regulations, accounting principles, and reporting requirements for extensive number of grants.
- Budget Planning, Preparation, and Management: Develops procedures that integrate business and strategic plans into the annual budget process.
  - Performs financial analysis, providing projections and examination of financial trends and information.
  - Compiles, develops, and produces SEARP&DC's annual budget, including all grant projects and operational line items submitted by administrators.
  - Ensures and monitors each department budget is accurate and in compliance with their respective regulatory requirements.
  - Reviews all department budgets for accuracy, match requirements, appropriate rates, and expenditures.
  - Advises and assists department directors on budget status and assists with budget revisions.
- Fiscal Reporting and Recordkeeping: Reports the financial condition of SEARP&DC to the Board of Directors, governmental agencies, and the Executive Director on a regular basis.
  - Oversees the establishment and maintenance of an accurate and updated set of financial records on a fund accounting basis and in compliance with Generally Accepted Accounting Practices (GAAP) and grantor requirements.
  - Oversees the accuracy of financial data for SEARP&DC to ensure accurate and timely reporting of necessary information.

- Directs and coordinates the reporting processes to federal and state agencies.
- Develops and composes monthly financial and accounting reports; summarizes and provides financial information and data to include expenditures and balances.
- Conducts year-end closeout to determine the overall financial stability of the Agency and prepares for annual Agency audit.
- Oversees the maintenance of annual inventory on property for all programs.
- Oversees the maintenance of detailed records of budget estimates and expenditures, equipment ledgers, perpetual inventory records, and other subsidiary accounting records.
- Analyzes all funds and makes adjusting entries, as necessary.
- Reconciles all general ledger balances to subsidiary ledgers.
- Oversees necessary journal entries to close salary, fringe, and indirect cost pools into each fund.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting from an accredited college or university; a Certified Public Accountant (CPA) designation and experience in non-profit governmental accounting desired.
- Minimum of five (5) years of related work experience in business accounting or auditing with at least three (3) years of experience in not-for-profit or governmental accounting; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of the job.
- Possess valid driver's license; must be insurable and provide proof of insurance.
- Ability to be bonded.
- Ability to work non-standard or extended work hours.
- Ability to travel including overnight.
- Ability to pass a pre-employment background check.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of accounting principles, theories, and methods.
- Skill in budget preparation and fiscal management.
- Knowledge of governmental accounting policies and procedures.
- Knowledge of compliance regulations for organizations working within the non-profit sector.
- Knowledge of principles and practices of public administration.
- Knowledge of financial and payroll systems.
- Knowledge of federal, state, and local laws affecting budget administration.
- Knowledge of cost allocation techniques, including indirect cost plans.
- Knowledge of grant and contract compliance guidelines and administration.
- Knowledge of federal and state procurement procedures.
- Knowledge of budgeting, fund accounting, and financial reporting.
- Knowledge of a computerized accounting system.
- Knowledge of the principles of employment practices, such as supervision, training, and performance evaluation.
- Interpersonal and communication skills, a collaborative style, and the ability to communicate effectively at all levels.
- Reading skills to understand and interpret complex regulations, guidelines, and policies, and to research literature and related technical material.
- Written communication skills to conduct business correspondence, develop program policies and procedures, and prepare reports.

- Math skills to perform advanced accounting calculations.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to perform work requiring the highest level of detail and accuracy.
- Ability to assimilate large amounts of data, related or unrelated, and draw relevant conclusions.
- Ability to process and maintain highly confidential information.
- Ability to develop and make presentations to various public audiences.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Ability to work independently and with little or no supervision.
- Ability to organize, multi-task, and comprehend and complete multiple instructions.
- Ability to foster a cooperative work environment.
- Ability to use standard office equipment, computers, and office productivity software.
- Ability to function effectively under pressure.
- Ability to develop, plan, and implement short- and long-range goals.

#### PHYSICAL CHARACTERISTICS

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.