

## **JOB DESCRIPTION**

**JOB TITLE:** Chief Financial Officer  
**DEPARTMENT:** Administration  
**REPORTS TO:** Chief Executive Officer

**SUMMARY:** The Chief Financial Officer's overall responsibility is management of the financial aspects of The Foundation. This includes financial reporting on a timely basis, maintaining bank and other credit institution relationships, cash management, budget preparation, contract review and approval, oversight of retirement programs, coordination of annual audit, tax returns, governmental information returns and overall interface between the Finance and Accounting Department with the various groups that the Department services.

The Chief Financial Officer reports to the Chief Executive Officer and works closely with The Foundation's Treasurer and the various other heads of departments, including Development, School Year Programs, Summer Programs and Technology. This position directly supervises the Accounting Manager.

Ideal applicants must have extensive non-profit financial management experience and outstanding communications skills (written, oral and interpersonal). The applicant should have excellent project management ability, be able to interpret complex financial data concisely to a range of different audiences, be positive and solution oriented, and able to manage change in a growing organization. The applicant should be able to motivate staff, help establish realistic performance goals and evaluate staff for goal achievement, including compensation and responsibility enhancement. The ideal candidate has the highest level of integrity, an excellent work ethic, enjoys supervising and building a team, and has the ability to perform professionally and prioritize in a fast-paced environment.

### **Primary Responsibilities:**

- Financial Management and Compliance
  - Responsible for oversight of day-to-day finance and accounting operations (including general ledger, accounts payable and receivable, fixed assets, prepaids, credit card expense reporting, endowments, payroll processing, vacation accruals and monthly reconciliations) to ensure timely and accurate financial information with appropriate internal controls.
  - Prepare timely and accurate financial reports monthly, quarterly, and annually in accordance with GAAP as well as provide other financial information to the Chief Executive Officer, other members of the Management Team, Treasurer and Board of Directors, as appropriate, to inform decision making and action initiative. Financial performance reports are to be comparative to budget and historical data.
  - Reconciliation of event revenue and preparation of control sheets to be used at event registration.
  - Payroll review and approval
  - Vendor management from a finance perspective.
  - Manage revenue recognition and track and ensure compliance with grant and other funding restrictions and regularly provide information to appropriate staff regarding status of restricted grants.

- Maintain banking relationships and serve as primary liaison with financial institutions.
  - Prepare cash flow projections based on existing balances (cash, receivables, lines of credit, accounts payable, commitments, budget items and most recent knowledge of operating plans.
  - Manage the annual budgeting process, based upon most recent data and information available including preparing projections from departmental operating plans and conducting financial review and analysis to present budget scenarios for Management and Board discussion prior to finalizing subsequent fiscal year budget.
  - Maintain accurate records of Endowment status and recommend to Board amount to be released for utilization in the current year.
  - Assist Development Department in the preparation of grant proposals from a financial perspective.
  - Provide financial input to long-term strategic plan development
  - Lead annual audit process, ensuring year-round compliance with GAAP and nonprofit accounting standards.
  - Lead timely and accurate preparation of all tax returns and other information as required by governing bodies.
  - Review and manage, and establish as needed, new internal systems and controls, operations, processes and financial procedures to ensure the integrity of financial information and reporting.
  - Communicate with staff and board, orally, in writing, through reports and visual representation, to provide financial updates and overviews, support a strong culture of financial oversight, and support staff and board fiscal literacy.
  - Enroll employees, as qualified, for employer paid retirement program and ensure both employer and employee contributions are made accurately and employee vesting is updated in a timely manner.
  - Evaluate and administer risk management and insurance policies.
- Operations Oversight
    - Oversee contract management, lease agreements and contractual policies and procedures as needed.

### **Qualifications:**

- Minimum of 5 years successful financial management experience in positions with increasing responsibility in a nonprofit with a budget of \$5M or more;
- Bachelor's degree in finance or accounting or related field, CPA or master's degree preferred;
- High-level knowledge of GAAP for non-profit accounting;
- Experience conducting month-end and year-end close, cost allocation, revenue recognition, budget creation and management, cash management and management of restricted grants;
- Excellent oral and written communication skills with the ability to extract meaning from numbers and present analysis clearly and concisely to people with widely varying degrees of financial knowledge;
- Demonstrated experience and expertise with Excel and other Microsoft Office applications;

- Knowledge of Sales Force as it relates to accounting
- Proven skills in managing staff and ability to build and support effective teams;
- Excellent interpersonal skills with ability to form strong relationships with staff in a supportive and confidential role;
- Strong critical thinking and creative problem solving skills; able to balance attention to detail with big-picture thinking;
- Highly motivated and highly organized and able to juggle competing priorities;
- Flexible, with a sense of humor, comfort with change, and a positive and infectious attitude;
- High level of integrity and professionalism

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- Coordinate multiple tasks simultaneously.
- Understand and respond to a diverse population.
- While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.
- The employee is frequently required to reach with hands and arms.
- The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.

**WORK ENVIRONMENT:**

- Moderate to Low noise associated with an open office work environment