



Chief Operating Officer / Chief Financial Officer

Position Description

Role Summary/Purpose: The COO / CFO reports to the CEO and serves as an integral member of the senior management team. As the COO, the candidate provides the leadership, management and vision necessary to ensure that the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. As the CFO, the candidate will be responsible for developing, monitoring and evaluating overall corporate strategy with the CEO and leaders of business units with emphasis on bottom line performance, working capital and enhancing shareholder value. This position will provide useful financial insights to help make better decisions about formulating and executing strategy.

COO Essential Roles and Responsibilities:

Assignment Focus:

The Chief Operating Officer is responsible for managing all hands-on operational aspects of the company. Assists the CEO in the aggressive and successful growth of the company.

Primary Responsibilities:

- Provide day-to-day leadership and management guidance which mirror the adopted corporate mission and core values. Bottom Line: grow a self-sustaining company.
- Responsible for driving the company to achieve and surpass sales, profitability, cash flow and business goals and objectives.
- Responsible for establishing internal and external processes and key performance indicators for the business and for their measurement and effectiveness.
- Provide timely, accurate and complete reports on the operating condition of the company.
- Spearhead the development, communication and implementation of effective growth strategies and processes.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of the organization.
- Ensure that company has the proper operational controls, administrative and reporting procedures to meet operational and financial targets.

- Motivate and lead a high performance management team; attract, recruit and retain required members of the executive team not currently in place; provide mentoring as a cornerstone to the management career development program. Make “hiring / firing” recommendations.
- Act as lead "client-care officer" through direct contact clients and partners.
- Assist, as required, in raising additional capital at appropriate valuations to enable the Company to meet sales, growth, and market share objectives.
- Foster a success-oriented, accountable environment within the company.
- Represent the firm with clients, investors, and business partners.
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Develop, implement and monitor the Company’s Quality System
- Direct short-term and long-range planning and budget development to support strategic business goals.
- Support personnel actions by ensuring all HR and related functions are properly performed.
- Assist in the protection of the organization by ensuring it is legally protected and by ensuring compliance with all applicable laws and policies.

Qualifications/Requirements:

- Bachelor’s degree from an accredited university or college. IT Technical background, Federal Government experience and a MBA are preferred.
- Minimum of 5+ years of experience in developing broad-scoped business relationships and managing and growing second stage companies
- Ability to develop, layout, and follow through on detailed business plans and programs
- Strong negotiating ability
- Strong interpersonal and leadership skills, self-confidence
- Strong business and financial acumen
- Strong oral and written communication skills
- Integrative team working style, easy contact, rapid to adaptation, can foster team spirit
- Able to effectively interface with all levels of on-site and off-site employees and contractors.
- Working knowledge of assigned systems and client organization and practices
- Team player with a competitive spirit to excel and the ability to influence and motivate others.
- Good communication skills, and capable of listening.

CFO Essential Roles and Responsibilities:

Assignment Focus:

The Chief Financial Officer is responsible for supporting the executive team with key financial information and operational analytics, and driving a culture of accountability in managing the business, and adding value to operating businesses.

Primary Responsibilities:

- Define the corporate financial strategy, manage financial capital and communicate capital requirements/ implications of business decisions to CEO and BOD
- Conduct meaningful proactive analysis to improve key business decisions focusing on management of working capital, use of financial vehicles, and others
- Grow equity value – increase gross profit and reduce debt
- Ensures efficient capital expenditures and minimizes taxes
- Provide useful financial insights to help make better decisions about formulating and executing business strategy
- Establish internal control processes required to manage and grow the business
- Anticipate and correct potential problems in advance
- Drive the annual budget process and the monthly reporting
- Proactively manage cash flows in a leveraged environment
- Implement proper financial reporting to determine daily and weekly gross profit estimates
- Effectively lead the finance / accounting team by developing and coach existing team and by hiring and retaining top-grade talent
- Develop and implement a financial risk management policy
- Effectively manage banks, board of director, suppliers, and other financial relationships
- Structure, negotiate, and finalize purchase agreements

Additional / Complementary Qualifications/Requirements to COO:

- Bachelor's degree from an accredited university or college. Finance background, Federal Government experience and a MBA in Accounting, Finance or Business are preferred.
- Minimum of 5+ years of experience in developing broad-scoped business relationships and managing and growing second stage companies
- Up to date knowledge of current financial and accounting computer applications.
- Excellent verbal, analytical, organizational and written skills.