

## **CHIEF FINANCIAL OFFICER**

### **Overview:**

The Chief Financial Officer is responsible for directing all aspects of the organization's financial and support operations. Reporting to the President & Chief Executive Officer, the Chief Financial Officer is a member of the agency's senior leadership team and provides strategic financial expertise as well as focus and credibility to drive the business and the execution of strategy that affects the mission, strategic direction and goals of the agency. The Chief Financial Officer oversees finance, personnel management, facilities, and information technology, having at least two direct reports.

As the financial ambassador of the organization, he/she facilitates meetings and communications with the agency's Finance Committee. The Chief Financial Officer ensures that the agency is in compliance with standard accounting practices and Big Brothers Big Sisters of America reporting requirements to deliver efficient and cost-effective services.

### **Experience/**

A proven leader with a minimum of 15 years of finance experience. A minimum of 8 years experience in managing a support services division, with an in-depth understanding of how the operational functions and processes interrelate.

### **Qualifications:**

Undergraduate degree required; MBA, CPA or relative advanced degree preferred. Highly proficient excel skills required.

Detailed knowledge and experience of non-for-profit accounting standards.

Have expertise in the following areas: multi-year and annual financial planning, budget analysis and formulation, forecasting, cash management, capital planning, financing, insurance, benefits, compensation, investment portfolio planning, staffing, purchasing, facilities, trend analysis and project management.

Experience in suggesting and implementing best practices and process improvement innovations.

Direct management experience with outstanding personnel management skills to lead, coach and train staff.

Strong communication and relationship-building skills to effectively work with all departments.

Flexibility, energy, and organizational skills to handle multiple projects.

### **Supervised By:**

President & Chief Executive Officer

### **Major Duties:**

Work with and lead the Board of Director's Finance Committee; communicate financial and operational information to the Board and committees on a regular basis.

Lead the agency's annual budgeting process, including forecasting, cost projections and trend analysis. Manage accounting and financial reporting.

Oversee long and short term cash management and prepare working capital planning for the operation, cultivate vendor relationships, evaluate/manage the agency's risk.

Manage the agency's investments by working with the investment firms and Board of Directors.



Lead and negotiate major agency capital, investment and expense contracts ensuring compliance and best practices of risk management and fiscal responsibility.

Lead agency's annual financial audit.

Work strategically with the senior leadership team regarding workforce needs and forecasting, other agency capital and staff investments, and overall agency leadership.

Work with the Vice President of Development and other senior managers on fundraising goals, records, and collections.

Adhere to the agency's beliefs and values in all job-related activities.

Participate in Agency events and perform additional tasks assigned by the President & CEO.

Reviewed and Accepted by:

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Candidate Date

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President and CEO Date

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Human Resources Manager Date