

# SASHA BRUCE YOUTHWORK, INC.

## JOB DESCRIPTION

### Chief Financial Officer

**Title:** Chief Financial Officer  
**Status:** Exempt  
**Salary:** DOE  
**Hours:** flexible  
**Reports to:** Chief Operating Officer and Executive Director

#### **Position Summary:**

Under the direction of the Executive Director, the **Chief Financial Officer** is responsible for financial coordination and operations of Sasha Bruce Youthwork, Inc.

#### **Staff Requirements:**

A minimum of 8 to 10 years experience in a senior role-level finance or accounting position and a CPA. Masters degree in Accounting, Finance or Business. Up to date knowledge of current financial and accounting computer applications. Excellent verbal, analytical, organizational and written skills. Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of automated financial and accounting reporting systems. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements, and projections.

#### **Performance Evaluation:**

For the first full year employees are evaluated following six months and one year of employment. From the second year on they are evaluated semi-annually. If at any time performance is unsatisfactory, the employee receives a written warning, or a probation notice depending on the severity of the concern. Up to three weeks later, the employee is again reviewed and either placed on probation for no more than six weeks or terminated. After probation either the employee is terminated or the conflict is resolved. Failure to consistently improve performance will result in termination. Non-professional conduct may result in immediate termination. Performance evaluation criteria includes proficiency in written and oral communication, time and attendance, documentation, technical knowledge, delivery of services, planning and organizing, training/consultation, initiative, attitude and cooperation, relationship with clients, staff, and supervisor, dependability and adaptability .

#### **Duties and Responsibilities:**

- She/he will perform a wide variety of tasks, primarily as a strategist and “hands on” manager with oversight of finances, purchasing, data and contracts management.
- She/he will supervise a bookkeeper and other financial staff according to agency needs.
- She/he will be responsible for working with independent auditors and the agency’s board as directed by the Executive Director.
- Also will be responsible for managing agency finances in accord with generally accepted accounting practices of nonprofit 501c3 organizations.
- Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, tax planning, real estate, and conservation of assets.
- Approve and coordinate changes and improvements in automated financial and management information systems for the company.

- Ensure compliance with local, state, and federal budgetary reporting requirements.
- Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger, and account maintenance and data entry.
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports.
- Develop and implement finance, accounting, billing, and auditing procedures.
- Establish and maintain appropriate internal control safeguards.
- Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Ensure records systems are maintained in accordance with generally accepted auditing standards.
- Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.
- Assist in obtaining the necessary licenses and insurance required to start a business.
- Analyze cash flow, cost controls, and expenses to guide business leaders. Analyze financial statements to pinpoint potential weak areas.
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
- Serve on planning and policy-making committees and be an active member of the agency's management team.
- Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
- Other duties as assigned by the Executive Director and/or Chief Operating Officer.

**To Apply**

Please forward resume and cover letter in MS Word format to [resumes@sashabruce.org](mailto:resumes@sashabruce.org) or by fax to 202.675.9358. Attention: Human Resources/CFO. Please include your salary requirements in cover letter or resume.