

AREA FIVE AGENCY

Chief Financial Officer Job Description

Job Title: Chief Financial Officer

Reports To: Executive Director

FLSA Status: Exempt - Executive

Prepared By: Human Resources

Prepared Date: January 2007, Updated October 2019

Approved By: Executive Director, Board of Directors

Approved Date: October, 2019

Summary Directs, administers, and coordinates the activities of the organization in support of fiscal policies, goals, and objectives established by the Chief Executive Officer and the Board of Directors by performing the following duties personally or through subordinate managers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversees all corporate audit and regulatory aspects, including being the contact person for outside audits and auditors.
- Guides and directs management in the development, production, promotion, and financial aspects of the organization's products and services.
- Directs the preparation of short-term and long-range plans and budgets based on broad corporate goals and growth objectives.
- Oversees all corporate finance aspects, including but not limited to, tax preparation, banking depository/loan relationships and lease arrangements.
- Appraises the organization's financial position and issues periodic reports on the organization's financial stability, liquidity and growth.
- Oversees executives who direct department activities that implement the organization's policies in accounting
- Implements programs that meet corporate financial and personnel goals and objectives.
- Creates the structure and processes necessary to manage the organization's current activities and its projected growth.
- Supervises design of hardware and software systems to assist in the smooth and efficient flow of fiscal information and its privacy and integrity
- Maintains a sound plan of corporate fiscal organization, establishing policies to ensure adequate financial management development and to provide for capable fiscal management succession.
- Develops and installs procedures and controls to promote communication and adequate information flow within the fiscal department.
- Establishes fiscal operating policies, with approval by the Chief Executive Officer and ensures their execution.
- Evaluates the results of overall fiscal operations regularly and systematically and reports these results to the Finance Committee, the Board of Directors, and the Chief Executive Officer.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Ensures that all organization activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Will keep current on all local, state and federal regulations in regards to accounting procedures, tax law and all other fiscal practices.

Supervisory Responsibilities Directly oversees the Accounting Department Directors, and others as delegated or in the absence of the Executive Director. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies To perform the job successfully, an individual should demonstrate the following competencies

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintaining confidentiality is paramount.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.
- Written Communication - Writes clearly and informatively; Presents numerical data effectively.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit;
- Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance;
- Monitors transition and evaluates results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others;
- Accepts feedback from others; Gives appropriate recognition to others.
- Managing People - Takes responsibility for subordinates' activities; Makes self available to staff.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Minimum of bachelor's degree in accounting, finance, personnel or related field, and at least five years' experience in a related financial field.

Language Skills Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills To perform this job successfully, an individual should have knowledge of Microsoft Office, database software; human resource systems; and other current relevant software in the accounting field, and keep themselves updated an current with new and best business practices in technology.

Certificates, Licenses, Registrations Must maintain a current driver's license and carry vehicle insurance.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Employee Signature _____ **Date** _____