



POSITION DESCRIPTION

TITLE: Chief Financial Officer (CFO)

PERFORMANCE PROFILE SOURCE: Executive Professional

DEPARTMENT: Finance

REPORTS TO: Chief Executive Officer

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

The Chief Financial Officer is responsible for managing all financial functions including: accounting, payroll, financial operations, human resources, employee benefits, insurance coverage, and legal requirements.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Establish and implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.

Strategic Planning

2. Collaborate with the Chief Executive Officer and Board of Directors to develop annual income and expense budget. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Club.
3. Work closely with Club leadership and supervisors to:
 - Maintain, analyze and interpret general ledger for all funds;
 - Manage preparation and analysis of financial reports on a monthly and as-needed basis
4. Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings.

Accounting

5. Reconcile all bank accounts and investment accounts managed through BGCVP Foundation.
6. Track all grants, outstanding pledges and BGC bank loans on a monthly basis.
7. Manage Depreciation Schedule, Prepaid Schedule, and In-Kind Schedule to include items received and rent.
8. Prepare monthly Financial Statements for BGCVP and BGCVP Foundation.
9. Prepare individual monthly club Financial Statements.
10. Work with external Auditors to complete year-end Financial and A-133 Audit for BGCVP and Financial Audit for BGCVP Foundation.

Resource Development

11. Seek and secure financial support and resources by supporting:
 - preparation of the annual request for United Way and grant funds; and
 - all Boys & Girls Club assets and investments, including property, equities and bonds.

Resource Management

12. Lead organizational planning and development of operating and fund account budgets, and control expenditures against budget.
13. Maintain financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
14. Ensure a productive work environment within the finance and accounting function.
15. Recruit, select, manage and provide career development opportunities for staff and volunteers working within the finance and accounting function.

ADDITIONAL RESPONSIBILITIES

1. Manage and administer employee benefits programs.
2. Maintain all personnel and payroll records.
3. Train branch staff in proper procedures regarding cash receipts, accounts payable, accounts receivable and budgeting, as needed or requested.
4. Attend meetings of the Finance Committee in an advisory role as requested.

RELATIONSHIPS:

Internal: Maintain contact with Unit Directors and Service Directors to provide technical assistance in matters of financial operations; interact regularly with Chief Executive Officer and the Board to develop fiscal policies and budgets, and to present regular reports in an advisory capacity.

External: Maintain contact with external auditors, vendors and insurance carriers as needed.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration
- A minimum of five years of progressively responsible work experience managing the accounting functions in a nonprofit agency, or equivalent experience
- Thorough knowledge of budget management and accounting practices, processes and procedures of nonprofit organizations
- Demonstrated ability to: organize, direct and coordinate operations in personnel supervision; recruit and retain key personnel
- Good communication skills, both verbal and written
- Strong organization and analytical skills
- Ability to interact professionally with Club staff, board members, volunteers and other related agencies

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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.

Environment and Work Conditions: Maintain oral and written contact with the CEO and staff. Moderate to Low noise associated with an open office work environment.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

