



## **Chief Financial Officer Job Description**

**Job Title:** Chief Financial Officer  
**Department:** Operations  
**Reports To:** Chief Operating Officer  
**Hours:** Full Time, Exempt

The Chief Financial Officer (CFO) has the primary responsibility for the planning, implementation and managing of all finance activities of the agency, including business planning, budgeting, forecasting, payroll and benefits, and grant billing. Ensures compliance with all local state and federal laws and regulations. Reports directly to the COO and works closely with the CEO and other members of the leadership team. Represents the organization publicly as a member of the leadership team. Directly supervises the Finance Manager and the Staff Accountant.

### **RESPONSIBILITIES**

#### ***Agency Management:***

- Provide financial insight and oversight in agency planning and decision making, including strategic planning, annual goal setting, and annual work plans.
- Attend meetings of the Board of Directors and Finance Committee, presenting financial reports as requested.
- Participate in bi-weekly Management Meetings and monthly Budget and Planning Meetings.

#### ***Financial Management:***

*Primarily responsible for the accurate and timely financial reporting, cash management, and adherence to established policies for the agency.*

- Oversee agency financial status for accuracy and deliver status to Chief Operations Officer (COO), Chief Executive Officer (CEO) and Board Finance Committee.
- Supervise the preparation of the annual agency budget including the development and distribution of program budgets.
- Coordinate the annual audit.
- Educate Program Directors and Managers on the use and development of the budgets.
- Review all financial policies and procedures and work with Board Finance Committee to revise and update.
- Approve payroll prior to processing and ensure timely processing.
- Review and approve monthly financial statements before presentation to the Board of Directors
- Oversee purchases and the purchasing process to ensure they are made in accordance with policies and budget.
- Manage cash flow to ensure availability of funds
- Work with the ForKids Foundation to manage and oversee financial investments including the ForKids endowment.

- Perform budget analysis as necessary to facilitate financial planning and to inform the strategic planning process.

***Staff Management:***

*Manage the hiring, supervision, evaluation and professional development of direct reports.*

- Provide supervision for employees as indicated on the agency organizational chart. Supervision to include regular and ongoing monitoring of work product and work habits; performance evaluations of individual staff as required by HR; review of job descriptions as required by HR; timely reporting to HR of disciplinary issues; and timely reporting to HR of performance excellence.
- Participate in the hiring and professional development of all departmental staff, including (but not limited to) the development of job descriptions and organizational structure.
- Maintain current knowledge of agency policies and procedures as they relate to personnel; monitor department personnel and performance for adherence to policies and procedures; take corrective action as necessary to ensure department is in compliance.
- Conduct regularly scheduled departmental meetings to provide direction, guidance and oversight to personnel.
- Consult with staff on a regular basis, addressing concerns and sharing ideas.
- Provide timely direction and written and verbal feedback to direct reports.
- Ensure department staff is fully trained and competent to perform the elements of their job as defined by their job description.
- Ensure all department staff are knowledgeable of agency policies and procedures and are compliant.
- Ensure customer service standards are upheld by departmental staff as outlined in ForKids Customer CARE Manual.

***Organizational Management:***

*Ensure smooth day to day operations of agency.*

- Annually review and negotiate health and dental insurance and retirement program.
- Coordinate and communicate with insurance agent to ensure adequate coverage and filing on all properties and vehicles.
- Oversee the proper documentation and effective use or disposal of donations.
- Regularly meet with the COO to review agency progress, direction, problems, planning and strategies.
- Participate in local, state and national boards and organizations which advocate for the homeless as needed and directed.
- Other duties as assigned.

***Grants Data Management:***

*In coordination with Grants & Research staff, ensure timely, accurate collection of financial information for grant reports and internal evaluation.*

- Establish and implement procedures to ensure the accuracy and timeliness of financial reporting.
- Supervise the preparation of grant bills.
- Provide timely, accurate interim financial reporting to program staff to monitor grant spending and to inform program management.

**Community Engagement:**

*Regularly participate and assume a leadership role in development and fundraising activities.*

- Meet with donors, provide tours, attend fundraising events and interact with board as needed and requested.
- Provide support for marketing and fundraising materials (written, web, video, etc.) as requested.
- Take a leadership role in community relations on behalf of ForKids, representing the agency at public speaking engagements as requested.
- Attend and take a leadership role in community programs and events as a representative of ForKids (service organizations, networking events, leadership programs, etc.).
- Regularly engage, support and collaborate with volunteers to provide a meaningful experience.

**QUALIFICATIONS**

***Education and Experience:***

Attainment of an MBA or CPA plus a minimum of seven years of increasingly responsible experience in finance, at least five of which shall have been in a supervisory capacity. Alternatively, candidates may have a degree in a related field plus a minimum of ten years’ work-related skill, knowledge, or experience in finance, personnel, management.

***Essential Functions, Knowledge, Skills, and Abilities:***

- Knowledge of complex budgets and financial reporting systems. Knowledge of Sage Intacct preferred.
- Knowledge of non-profit management and operations.
- Advanced skills in the following areas: leadership, personnel management, judgment and critical thinking, problem solving, time management, and active listening
- Excellent written and oral communication skills
- Ability to see details at close range (within a few feet).
- Abstract reasoning and analytical skills.
- Valid driver’s license with no more than three minor driving violations and/or accidents combined within the last three years, and no major moving violations in the past five years.

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Print Name

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Date

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Signature

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