POSITION SPECIFICATION

POSITION TITLE: **Chief Financial Officer**
POSITION CLASSIFICATION: **Exempt, Monday - Friday, 35 hrs/wk**
SALARY RANGE: **$57,000 - $65,000 (annual)**

QUALIFICATIONS:

Bachelor's Degree in Accounting, Business Administration, or related business area **required**. (Relevant work experience would include generally accepted accounting principles, internal auditing, and budget grant preparation). Experience in computers is required.

POSITION SUMMARY:

Perform responsible administrative work involving overall program accounting, budgeting, and financial reporting policies and procedures which will provide effective control and satisfy informational requirements of the Executive Director, Program Managers, independent auditors, and government agencies/funders. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

CRITICAL ELEMENTS:

1. Demonstrated competency in accounting.
2. Demonstrated competency of verbal and written communication skills.
3. Ability to utilize financial software.
4. Ability to work with staff who do not have a background in finance.
5. Treat staff with respect and maintain confidentiality.

DUTIES:

1. Plans, directs, and supervises the work of a subordinate staff engaged in a variety of fiscal operations; designs, implements and revises, as necessary, moderately complex accounting and auditing systems; instructs and provides technical advice and assistance to subordinate staff.
2. Assures accurate and consistent recording and reporting of financial data.
3. Assures the proper maintenance of control systems to safeguard program assets and to effectively monitor operations.
4. Reports monthly on expenditures by line item, comparing the financial performance of operations with operating plan and standards.
5. Assists in the preparation of program budgets and modifications of contracts; revises contract budgets to reflect modifications.
6. Assist Executive Director in preparing the annual operating budget and the fiscal portion of contract closeouts.

7. Prepares a variety of periodic fiscal and statistical records and reports for the CDP program staff, Executive Director, and Audit/Finance Committee of the Board of Directors, as well as for other funding sources.

8. Investigates opportunities for improving or further refining existing accounting, budgeting, and reporting systems.

9. Maintains all procedures associated with the position.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Executive Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Signature Date

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Print Name

Revised: February 23, 2023
Board of Directors Approval: March 15, 2023