

# JOB DESCRIPTION

<b>JOB TITLE:</b> Chief Financial Officer (CFO)		<b>FLSA STATUS:</b> Exempt
<b>SUPERVISOR:</b> Chief Executive Officer	Starting Salary: \$64,359	<b>SUPERVISOR:</b> Yes

## **ESSENTIAL DUTIES:**

1. Maintains comprehensive knowledge of financial requirements and manages financial systems to ensure compliance with statutory requirements, Generally Accepted Accounting Principles (GAAP), Code of Federal Regulations, including the Uniform Guidance, and grantor regulations.
2. Principal financial staff responsible for tracking and maintaining financial requirements and compliance.
3. Develops and maintains written financial operations procedures (FOP).
4. Performs continuous financial analysis. Monitors and mitigates financial risk.
5. Ensures financial statements and reports are accurately prepared and submitted on time.
6. Ensures financial integrity and an unqualified/unmodified audit opinion.
7. Responsible for procurement and management of audit and insurance services.
8. Develops and documents cost allocation methodologies in accordance with the Uniform Guidance; ensures shared costs are allowable, equitable, and consistently distributed.
9. Responsible for the on-time and accurate receipt and recording of payables and receivables.
10. Ensures payroll and related reports are completed accurately and on time.
11. Reviews, approves, and posts journal entries.
12. Maintains knowledge of and understands the capabilities of accounting software and systems.
13. Ensures finance staff are cross trained; performs the duties of fiscal staff in their absence.
14. Responds to information requests from external entities.
15. Maintains professional and technical knowledge; travel may be required.
16. Manages staff; makes hire and fire recommendations.
17. Member of management team; responsible for providing leadership and managing resources.

## **QUALIFICATIONS:**

**Special Licenses, Traits, Skills and/or Certifications:** Enthusiastic, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills. Certified Public Accountant (CPA) preferred.

**Education and/or Experience:** Bachelor's degree in accounting and five years related experience, including three years of supervisory experience; or an equivalent combination of education and experience. CPA preferred. Non-profit accounting experience preferred.

**Computer Skills:** To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Office 365. Experience with accounting, and specifically nonprofit accounting, software preferred.

**PHYSICAL DEMANDS:** The physical demands described are required to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those encountered while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
- The noise level in the work environment is usually moderate.

**WORK CONDITIONS:** The work conditions for this job are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains acceptable results for any required clearances and random drug screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

---

The statements contained herein describe the scope of the responsibility and essential duties of this position but should not be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION; IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date