

Position: Chief Financial Officer
Reports to: President/CEO

Primary Responsibilities

- Responsible for design and preparation of financial statements in varying formats as needed to accommodate departmental and program-specific or profit centered reporting.
- Establishes and maintains in-house accounting controls and procedures.
- Assures the preparation of journal entries and general ledger are kept in accordance with Generally Accepted Accounting Principles.
- Responsible for staffing the Accounting department, including hiring, conducting performance evaluations, employee discipline, and separations.
- Trains, assists and supervises accounting personnel in the maintenance of accounts payable, accounts receivable and payroll records, assuring timely payments to vendors, employees and billing to consumers of services.
- Makes recommendations to management to ensure compliance with IRS, FLSA and other regulatory agencies.
- Provides subsidiary account analysis and reports to the President/CEO and Board of Directors as required for management decisions and as needed to submit concise, accurate records to the CPA for the annual financial audit.
- Organizes and submits financial records for additional outside audits.
- Prepares the annual cash budget as well as revisions, as needed.
- Compiles budgets for grant applications and budget projections for program changes.
- Facilitates resolution of vendor and customer account discrepancies, maintaining a relationship of cooperation and integrity.
- Maintains detailed records of capital assets including property, plant, equipment, cash and investment securities and reconciles these records with statements from fiduciary agents, when applicable.
- Administers RMS and prepares Cost Report for Title IV-E.
- Coordinates general insurance issues with insurance agent.
- Supervises record-keeping for grants and fundraising, assuring IRS compliance.
- Other duties and responsibilities as assigned.

Minimum Requirements

- Bachelor's degree in business, management or finance (MA/MBA/CPA preferred).
- Demonstrated experience in financial management and accounting, ideally in the non-profit sector. Proven effectiveness leading professionals.
- Legal, audit, compliance, budget and resource development experience.
- Self-starter, flexible and able to multi-task; highly analytical, able to problem solve and detail-oriented.
- Excellent people skills; experience collaborating in diverse, multi-disciplinary and dynamic teams.
- Strong computer skills: Word, Excel, Outlook and database.
- Commitment to quality and service excellence as each relates to the agency's risk management, comprehensive quality assurance plan and continuous quality improvement objectives.
- Ability to interact effectively with referral sources, foster parents, vendors, external accountants and co-workers at an individual and committee level.