JOB DESCRIPTION

POSITION: Chief Financial Officer (CFO)
DEPARTMENT: 300 Finance
REPORTS TO: Chief Executive Officer
Wage & Hour Status: Exempt / Full-time
Pay Grade: 165 Chief Finance Officer
Hiring Range: $85,000.00 - $93,500.00

PURPOSE: The Chief Financial Officer (CFO) is responsible for all aspects of the financial operations for the organization.

DUTIES AND RESPONSIBILITIES:

- Oversee the day-to-day accounting and financial operations of the organization.
- Review budgets for the organization, individual programs, and new/proposed/expanded services, including the preparation of budget revisions as needed.
- Effectively maximize funding among federal, state, local, donor restricted, and unrestricted sources based on time or use restrictions.
- Prepare, analyze, and present monthly financial reports for the organization, its programs, and activities.
- Report on financial results and issues to the CEO and Board of Directors.
- Oversee and review the preparation of all programs financial reporting required for funding sources.
- Oversee the organization's banking activities and relationships, as well as actively manage cash flow to ensure it meets organization needs.
- Manage and develop accounting control systems and policies to ensure the timely production of accurate and compliant accounting information and financial reports.
- Monitor changes in legal, regulatory, and administrative environments and update changes in policies as needed to maintain compliance while maximizing operational and financial results.
- Manage the risk analysis process.
- Review efficiency/effectiveness of current costs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Serve as the organization's primary liaison with its independent and other Auditors to ensure all audits are completed smoothly and in a timely manner.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.
- In the absence of the CEO work with Officers and Directors to ensure compliance with the current Succession Plan.
- Serves as interim CEO in the absence of the CEO, working with the current organizations Officers.

MINMUM QUALIFICATIONS:
Education and Experience:
- Bachelor's Degree from an accredited college or university in accounting or related field. Four (4) years of executive management experience or Early Learning Coalition system in a high-level management position.

Knowledge, Skills, and Abilities:
- General accounting and financial reporting procedures in accordance with, accounting principles generally accepted in the United States of America, Government Auditing Standards and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards, as well as State of Florida Chapter 10.650, Rules of the Auditor General.
- State of Florida's contract/grant budgeting/reporting procedures and requirements, State of Florida Reference Guide for State Expenditures.
- MIP Not-For-Profit Fund Accounting System, preferred Supervise staff, develop job descriptions, and provide performance evaluations and improvement plans.
- Proficiency with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
- Proficiency with web-based applications.
- High degree of integrity and honesty.
- Excellent interpersonal skills as well as the ability to interact with all levels of management.
- Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
- Creative and energetic self-starter who is organized and able to prioritize and meet deadlines.
- Works independently with minimal supervision in a fast-paced environment.

PREFERRED QUALIFICATIONS:
Education and Experience:
- Master of Business Administration Degree from an accredited college or university or related field. Five (5) years of executive management experience or Early Learning Coalition system in a high-level management position.
- Management and/or Administration background or experience with not-for-profit leadership and accounting and government rules and regulations.

Requirements:
- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must submit and pass a level 1 background screening and E-Verify requirements.
- Requires a valid Florida Driver's License, good driving record, and automobile insurance.
- Submit and pass a drug screening.
- Telecommute eligible, if applicable for portions of position.
- Work flexible hours/schedule, as needed.

Work Environment:
Works primarily in an office environment.

Approximate travel: _5__ %

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

_____   _____
Name   Date