

Center for Families and Children							Page 1 of 2		
CHIEF FINANCIAL OFFICER									
Grade:		Est:	04/77	Rev:	12/80 11/91	02/98 04/03	01/04 11/04	EEO Category:	Official/Manager

JOB SUMMARY

As a member of Center for Families and Children's Executive Management Team, reports directly to and receives general administrative direction from the President and Chief Executive Officer. Has direct line of communication to the Chairperson of the Finance Committee of the Board of Directors on all matters of financial significance to the Agency. Has overall responsibility for CFC's financial affairs (treasury, cash management, investments, purchasing, risk management), owned/leased facilities & properties and management information systems. Develops financial, facilities, properties and MIS budgeting policies and directs implementation in cooperation with the Board of Directors, Chief Operating Officer and the Senior Staff. Acts as CFC's liaison with funders, bankers, vendors and the community, when appropriate.

JOB DUTIES & RESPONSIBILITIES

Develops, maintains and communicates basic accounting policies, procedures, interpretations and maintains a financial system with appropriate control for the CFC.

Analyzes and interprets financial information pertaining to the CFC's performance. Makes recommendations concerning policy, resource allocation and operations to improve agency financial performance. Alerts President & Chief Executive Officer, Chief Operations Officer, Senior Staff and other Managers to trends in financial performance that may require management action.

Develops pro-formas for business ventures and other activities.

Directs, develops and maintains financial organization. Establishes standards for performance and assures that financial personnel are qualified and properly directed to fulfill their financial responsibilities.

Supervises department staff in the execution of financial transactions: cash flow analysis, disbursements, billings and receivables, analysis of revenue and expenditures, maintenance of general ledger, payroll preparation and distribution. Prepares budgetary, financial and accounting reports required by administration, Board, regulatory agencies, governmental grant agencies, United Way Services and donors.

Develops and maintains relations with financial service institutions, including banks and outside accounting firm(s).

Prepares for general audits.

Develops and maintains effective MIS Department structure, through the Director Management Information Systems, to ensure proper planning of systems development (hardware & software) and maintenance of management information and telecommunications systems.

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Develops and maintains an effective Facilities and Properties Department structure, through the Director Real Estate & Administrative Services, to ensure that CFC's owned and leased properties are safe, secure, functional and aesthetically appealing.

Responsible for making recommendations concerning CFC financial, facilities and property operations, preparation of their respective policies and serves as a staff liaison on the Finance, Investment and Facilities & Properties Committees of the Board of Directors.

Identifies and reduces potential agency loss and liability through management and evaluation of risk management activities and identifies options for insurance arrangements.

Periodically acts as general contractor and construction manager.

Performs other duties as required.

JOB QUALIFICATIONS

Must have a Bachelor's degree in accounting with a "current" CPA certificate. M.B.A. strongly preferred. Must have ten (10) years accounting experience, including seven (7) years in a progressively responsible management position where financial knowledge, skills, abilities and leadership were demonstrated.

Must be knowledgeable of basic principles of non-profit and for-profit accounting systems as well as computerized accounting methods. Must be well organized, able to meet deadlines, produce accurate work under pressure, multitask and effectively delegate responsibilities to others.

Strong technical and conceptual skills, combined with ability to understand program and operational needs of CFC.

Experience managing or working in Facilities and MIS functions preferred.

Must understand construction philosophy and related issues.

Excellent written and verbal communication skills are necessary. Requires excellent judgment, tact, discretion and interpersonal skills. Must be able to work well in team situations. Understands the services rendered by CFC in meeting the needs of the Agency's clients and constituencies.

Ability to present complex data, verbally and written, in a way understandable to a lay person.