

# Chief Financial Officer

## JOB DESCRIPTION

**JOB SUMMARY:** The Chief Financial Officer performs highly responsible administrative/financial work involved in directing all of the nonprofit agency's fiscal functions, including but not limited to grant accounting, budgeting, tax, auditing, treasury, payroll and employee benefits.

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### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for reviewing the annual administrative and operational budget.
- Responsible for reviewing the cost allocation plan for the organization.
- Responsible for reviewing cash flows and directs grant draw down requirements while ensuring that minimum cash balances are available for required expenditures.
- Directs the recording and depositing of all revenue collected by the agency.
- Directs all treasury functions.
- Directs the payment of all vouchers and payables.
- Assists in contracting for audit services. Coordinates annual single audit.
- Responsible for directing preparation of schedules for auditors, monitors, and oversight entities. Assists in resolving audit findings.
- Directs the final review and approval of subcontractor's audit reports and findings.
- Analyzes and interprets fiscal trends. Directs preparation of financial reports for senior management and Board of Directors.
- Directs preparation of organization's annual Federal tax return and monitors organization's activities to assure compliance with IRS 501(c) (3) statutes.
- Coordinates financial activities with the Board of Directors. Presents reports to the Board of Directors as directed.
- Directs the payroll function. Coordinates employee benefits package.
- Maintains overall quality control of the accounting system and ensures integrity of system processes and accounting data files.
- Periodically reviews, revises, and implements accounting procedures.
- Interviews, recommends, hires, trains, evaluates, and recommends salary changes for subordinate staff.
- Directs the development, coordination, and presentation of fiscal seminars, workshops, and other programs for subcontractors and staff.
- Meets with supervisory and administrative staff.
- Attends relevant meetings, training sessions and conferences. Handles correspondence for programs in assigned areas.
- Directs the following departmental functions: Board Procurements, Human Resources and Facilities.
- Performs annual reviews of the Financial Management Manual and develop revisions as necessary to ensure accuracy and compliance.
- Safeguards and accounts for all SPRWDB assets.

- Supervises all payroll generation duties to include accounting and reporting.
- Supervises Accounts Payable and tracks budget versus expenditures.
- Provide oversight for the issuance of purchase orders for Board procurement.
- Provide oversight for subcontractors and maintain fiscal records on each.
- Supervises the Financial Director, accountant and accountant clerk.

### **OTHER RESPONSIBILITIES:**

- The Chief Financial Officer is responsible to the CEO and works within established Workforce Solutions South Plains, State and Federal guidelines and regulations.
- Work is performed with very little direct guidance or supervision.
- Acts on own initiative to develop, initiate, implement, evaluate, and improve activities in relation to overall agency goals and established guidelines and regulations.
- The CFO is responsible for the overall direction, coordination, and operation of the Fiscal Department.
- The CFO in conjunction with the Chief Operation Officer, carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities include participating in:
  - the interviewing process;
  - the hiring process and training of employees;
  - planning, assigning, and directing work assignments;
  - appraising performance; counseling employees;
  - addressing complaints and personnel issues.

### **QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Business, or related field.
- Minimum of 7 years' experience in progressively more responsible accounting positions.
- Minimum of two years directing financial operations of an organization and five years supervisory experience required.
- Ability to understand and make recommendations concerning the operation and maintenance of a client server platform.
- Prepare complex documents and reports, manage time and organize work to meet agency and legal deadlines.
- Proficient in Microsoft programs (Word, Excel, PowerPoint, Access, Teams), Adobe, MIPS accounting software a plus, other software as needed to perform job functions.
- Excellent communication and interpersonal skills.
- Proven ability to build strong relationships with employees and management.
- Strong analytical and problem-solving skills.

**PHYSICAL DEMANDS:**

- Employee is regularly required to sit, walk, or stand for extended periods of time.
- On occasion, the employee will be required to lift/push/ or pull up to 25lbs

**TRAVEL REQUIREMENTS:**

- Ability to travel by air and overnight stays as required
- Ability to travel frequently for activities such as meetings with customers, other agencies, or any other necessity that requires travel.
- Must be able to provide reliable self-transportation for regional travel and maintain a valid Texas motor vehicle driver's license or permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability required by law. MVR background check may be conducted by the agency.

CEO Approval and Date

Employee Signature and Date

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Grade/Salary: \_\_\_\_\_  
Supervisor Title: Chief Executive Officer  
Exempt: Yes  No