

**TITLE:** Vice President\Chief Financial Officer

**PROGRAM:** Finance

PRIMARY FUNCTION/PURPOSE

Responsible for all accounting, treasury and financial support functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FINANCIAL AFFAIRS

- Keep President\CEO abreast of all financial issues at all times
- Analyze monthly financial statements and reports and presents monthly to the President/CEO as well as the finance committee agency revenues/expenses by department
- Assist each department Vice President with financial information and analysis
- Prepare agency annual budget through coordination with Vice Presidents
- Schedules, coordinates and facilitates the annual financial audit and the federal awards audit
- Schedules, coordinates and facilitates the 990 tax reporting
- Serves as ex-officio member of Board of Trustees Finance Committee and Foundation and attends all meetings
- Monitors changes in accounting and reporting requirements for non profits
- Coordinates and or prepares budgets and financial projections for various funding requests from various foundations and/or other agencies
- Assists with United Way financial data requests and periodic filings
- Works with HR and auditors on 401(k) audit
- Coordinates other financial audits and tax related filings that come up periodically
- Treasury operations including cash management and investing
- Coordinates between Foundation and agency on investments/cash needs including updating of investment policy
- Supervises a staff
- Conducts staff meetings
- Other duties as assigned

GENERAL EXPECTATIONS

- Models the agency values of Respect, Compassion, Optimism, Integrity, Team Spirit, and Excellence
- Commitment to foster a culture of Excellence for all employees
- Commitment to leadership and being a strong and effective role model
- Commitment to The Children's Shelter
- Commitment to Task Achievement and Performance Outcomes

REQUIREMENTS

- Undergraduate Degree in Accounting or related field
- Certified Public Accountant
- Minimum of seven years accounting experience in all areas of accounting, preferably in non-profit accounting
- Ability to be bonded
- Software experience, including Great Plains (or equivalent) and Microsoft Office
- Valid driver's license, auto insurance and access to reliable transportation

DESCRIPTION OF WORKING ENVIRONMENT

The working environment is indoors; however, it requires some travel. Special events and workload may dictate work hours in excess of 40 hours per week.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP\REPORTING RELATIONSHIPS

Supervisor: President\CEO  
Supervises: Director of Accounting and Financial Reporting

\_\_\_\_\_  
Employee: Print Name                      Signature                      Date

\_\_\_\_\_  
Supervisor: Print Name                      Signature                      Date