

Date of last update:

[COMPANY] Job Description

Title: Chief Financial Officer

Department: Regional

Employee:

Classification: Exempt

Location:

Technology: Level 4

Work Environment: Primarily office (Administration & Satellite Offices)

Contacts: Regional resource consultants; accounting department, Board Of Directors, CEO. Businesses; federal and state employees; External auditor, trade associations, accreditation agency, other involved agencies; vendors; contractors, insurance agency, financial institutions

Job Summary: Plans, directs, and coordinates the financial activities of the organization at the highest level of management according to generally accepted accounting principles.

[COMPANY] ESSENTIAL JOB FUNCTIONS

The requirements below are intended to advise applicants of the essential functions and should not be construed as all-inclusive. To be qualified for a particular position, an individual must be able to perform the functions unaided or with the assistance of a reasonable accommodation. This listing does not constitute a contract and [COMPANY] reserves the right to change or reassign job duties or combine positions at any time.

Fiscal Management & Administration

- a. Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of the organization.
- b. Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- c. Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.
- d. Advise management on short-term and long-term financial objectives, policies, and actions.
- e. Analyze the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed.
- f. Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- g. Evaluate needs for procurement of funds and investment of surpluses, and make appropriate recommendations.

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- h. Lead staff training and development in budgeting and financial management areas.
- i. Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- j. Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.

Management Information

- a. Monitor the agencies management information system.
- b. Insures appropriate data processing training, technology training and support for appropriate staff.
- c. Serves as internal liaison with Network Administrator (HIPAA)

Bookkeeping

- a. Insures the agency has an accurate, up-to-date chart of accounts.
- b. Maintains a capital depreciation schedule for all land, buildings, and equipment requiring capitalization.
- c. Assures that a bookkeeping system is in place that meets the needs of funding sources, operations, and Board of Directors.

Fiscal Reporting

- a. Completes/reviews all reports and proposals having fiscal impact.
- b. Assures continuous communication of financial information to agency personnel to help them monitor operations; complete reports, surveys, and grants; and evaluate overall efficiency.
- c. Prepares reports, as needed, to funding sources, staff, Board of Directors, state and federal agencies.
- d. Schedules audit and works cooperatively with audit personnel.

Monitoring and Development of Accounting Team

- a. Provides or arranges for technical skills training that will give team members the skills needed to accomplish the essential functions of their job.
- b. Teaches team members to evaluate how they are functioning as a team. Assists them in understanding and utilizing the team process to become a mature, effective team.
- c. Provides or arranges for resources the team needs to accomplish the essential functions of their job.
- d. Teaches teams to make decisions for themselves and to be capable of functioning in the absence of the CFO.

Overall Expectations

Knowledge:

Administration and Management-

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government-

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Rehabilitation

Industry/Services- Current knowledge or ability to learn of best practices and emerging trends within the rehabilitation field. This includes services to adults and children with disabilities.

Economics and Accounting-

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Mathematics-

Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Psychology/Human Behavior-

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.

Team Dynamics-

Knowledge of group behavioral dynamics, facilitation of team development; and principles of team-based approach to product/service production.

Computers and Electronics

General knowledge of electronic equipment and computer hardware and software, including applications and programming.

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Skills:

**Management of
Financial
Resources-**

Determining how money will be spent to get the work done and accounting for these expenditures.

Mathematics-

Using mathematics to solve problems.

**Systems
Evaluation-**

Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

**Systems
Analysis-**

Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Writing-

Communicating effectively in writing as appropriate for the needs of the audience.

Speaking-

Talking to others to convey information effectively. This includes being able to effectively articulate the organization's vision and mission.

Active Listening-

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, asking for and incorporating feedback on a regular basis, and not interrupting at inappropriate times.

Coordination-

Adjusting actions in relation to others' actions.

Critical Thinking-

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading
Comprehension-**

Understanding written sentences and paragraphs in work related documents.

**Judgment/
Decision Making-**

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Active Learning-

Understanding the implication of life-long learning and new Information for current and future problem-solving, decision-making, and personal growth.

Monitoring-

Monitoring/Assessing performance of yourself, other individuals, And organizations to make improvements or take corrective action. Tactfully praising others and suggesting improvements as indicated.

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Research-	Gathering necessary and appropriate information for the problem-solving process.
Complex Problem Solving-	Identifying complex problems and reviewing related information to evaluate and develop options and implement solutions.
Management of Personnel-	Motivating, developing, and directing people as they work, identifying the best people for the job.
Conflict Resolution-	Understanding the dynamics of conflict, principles of conflict management and incorporating this knowledge into practice to promptly resolve misunderstandings and conflicts.
Time Management-	Prioritizing work tasks in the short and long term; following tasks to completion and insuring their success.
Organizational Loyalty-	Displaying an overall commitment to the organization's mission and values. Incorporating the organization's principles (individuality, choice, respect, participation, competence, social connectedness, and natural supports) into all facets of the job.
Troubleshooting -	Determining causes of operating errors and deciding what to do about it.

Abilities:

Oral Comprehension-	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Oral Expression-	The ability to communicate information and ideas in speaking so others will understand.
Written Comprehension-	The ability to read and understand information and ideas presented in writing.
Written - Expression	The ability to communicate information and ideas in writing so others will understand.
Inductive - Reasoning	The ability to combine pieces of information to form general rules or conclusion (includes finding a relationship among seemingly unrelated events.)
Deductive - Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
Mathematical - Reasoning	The ability to choose the right mathematical methods or formulas to solve a problem.
Number Facility-	The ability to add, subtract, multiply, or divide quickly and correctly.

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Information Ordering- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Speech Clarity- The ability to speak clearly so others can understand you.

Problem - Sensitivity The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Personal Accountability- The ability to accept responsibility for your actions and decisions whether they be successful or unsuccessful.

Social Perception- The ability to recognize and respect the talents and strength of others, even when individual personalities may differ greatly.

Physical Requirements: Occasional (0-33% of work time) sedentary lifting: 10lbs. maximum And occasionally lifting and/or carrying such articles as docket, ledgers, files, and Small tools. Firm Grasping-Ability to exert sufficient grip to pick up a bowling ball. Ability to exert sufficient grip to pick up a 12 oz. can of soft drink. Work while in seated position.

Education and Experience: Bachelors degree in accounting or equivalent experience and a minimum of five years of successful employment in accounting. CPA Preferred.

Please indicate below whether you have the ability to perform the essential functions of the job for which you are applying.

___ ***Yes, I have the ability to perform all of the essential functions outlined above.***

___ ***No, I do not have the ability to perform all of the functions above.***

___ ***Yes, I can perform all of the functions above with an accommodation.***

Should an individual require an accommodation, please complete the section below. Consideration will be given to all suggested reasonable accommodations.

ESSENTIAL FUNCTION	LIMITATION	SUGGESTED ACCOMODATION
_____	_____	_____
_____	_____	_____

I have read and understand the requirements of this position as described herein:

Employee

Date

Cc: File