

### **[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:**

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#### **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.

**Skills:**

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**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.

Date of last update:

<b>Research-</b>	Gathering necessary and appropriate information for the problem-solving process.
<b>Complex Problem Solving-</b>	Identifying complex problems and reviewing related information to evaluate and develop options and implement solutions.
<b>Management of Personnel-</b>	Motivating, developing, and directing people as they work, identifying the best people for the job.
<b>Conflict Resolution-</b>	Understanding the dynamics of conflict, principles of conflict management and incorporating this knowledge into practice to promptly resolve misunderstandings and conflicts.
<b>Time Management-</b>	Prioritizing work tasks in the short and long term; following tasks to completion and insuring their success.
<b>Organizational Loyalty-</b>	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.
<b>Troubleshooting -</b>	Determining causes of operating errors and deciding what to do about it.

**Abilities:**

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

Date of last update:

<b>Information Ordering-</b>	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).
<b>Speech Clarity-</b>	The ability to speak clearly so others can understand you.
<b>Problem - Sensitivity</b>	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.
<b>Personal Accountability-</b>	The ability to accept responsibility for your actions and decisions whether they be successful or unsuccessful.
<b>Social Perception-</b>	The ability to recognize and respect the talents and strength of others, even when individual personalities may differ greatly.
<b>Physical Requirements:</b>	Occasional (0-33% of work time) sedentary lifting: 10lbs. maximum And occasionally lifting and/or carrying such articles as docketts, 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.
<b>Education and Experience:</b>	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.**

<b>ESSENTIAL FUNCTION</b>	<b>LIMITATION</b>	<b>SUGGESTED ACCOMODATION</b>
_____	_____	_____
_____	_____	_____

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Cc: File