

## **JOB DESCRIPTION**

### **Chief Financial Officer**

The **Nonprofit CFO (Chief Financial Officer)** reports directly to the Chief Executive Officer (CEO) and is responsible for managing the financial operations of the organization, ensuring the organization's financial health and sustainability. This role will oversee all financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The CFO will work closely with the senior leadership team to develop and implement financial strategies that support the organization's mission and goals.

#### **Responsibilities:**

##### **1. Financial Management:**

- Develop and implement financial strategies that support the organization's mission and goals
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems
- Prepare and present financial reports to the Chief Executive Officer and Board of Directors, providing analysis and recommendations as needed
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements
- Manage relationships with external partners, including banks, auditors, and other financial service providers

##### **2. Budgeting and Forecasting:**

- Develop and oversee the annual budgeting process, working closely with program managers and other stakeholders to develop realistic and achievable budgets
- Monitor actual performance against budget and provide regular updates and analysis to the Chief Executive Officer and Board of Directors
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making

##### **3. Strategic Planning and Leadership:**

- Work closely with the Chief Executive Officer and senior leaders to develop and implement strategic plans and goals that support the organization's mission and vision
- Lead the Finance Committee, collaborating with other committee members to provide strategic financial guidance and support to the organization
- Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals

##### **4. Board Relations and Reporting:**

- Report on the financial performance of the organization to the Board of Directors, including regular updates on budget performance, forecasts, and financial risks and opportunities
- Collaborate with the Chief Executive Officer and Board of Directors to develop and implement financial policies and procedures that align with the organization's values and strategic goals

- Represent the organization at internal and external events and meetings, providing financial guidance and support as needed

#### **5. Tax Filing and Compliance:**

- Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements

#### **6. Supervision and Team Management:**

- Supervise a team of accounting professionals, including functional responsibility over accounting, accounts payable, accounts receivable, and grants administration.
- Ensure effective program implementation by having the necessary systems and procedures in place.

#### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field; MBA or CPA strongly preferred
- At least 10 years of progressively responsible experience in financial management, with at least 5 years in a nonprofit organization
- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance
- Strong leadership and management skills, with experience building and leading high-performing teams
- Excellent analytical, problem-solving, and decision-making skills
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders
- Passion for the mission and work of the organization
- Passionate interest in mentoring others and working as a team