

**Job Title: Chief Financial Officer**

**Department:** Fiscal

**Classification:** Exempt

**Supervisory Responsibility:** Yes

**Reports To:** Executive Director

**Salary Range: $85,760 - $92,000 entry-level**

**Function:**

The Chief Financial Officer is responsible for managing the financial resources of the agency including accounting, finance, organization-wide budgets, and treasury in accordance with generally acceptable accounting principles and organization/contract policies and procedures; safeguards assets through the maintenance of proper controls. The Chief Financial Officer participates as a member of the Senior Leadership Team in the development and implementation of organization-wide policies and programs that will contribute to the overall success of WAGES.

**Minimal Qualifications:**

*Education/Training:* Bachelor’s degree in Business, Accounting, Finance or related field from an accredited institution. Master’s degree in Business, Accounting or Finance strongly preferred.

*Experience*: Five to ten years related experience in the non-profit setting overseeing budgets of at least 10 million dollars.

*Skills and Abilities:*

* Excellent understanding of fiscal management and principles of accounting. Ability to analyze complex reports and statistical data.
* Thorough knowledge of federal and state regulations, policies and procedures which apply to accounting and finance in a non-profit agency with multiple funding sources.
* Knowledge of, and experience with, group dynamics, facilitation and collaboration.
* Proficient in Microsoft Office applications
* Extensive experience in computerized accounting systems
* Strong budget preparation skills.
* Working knowledge of legal and regulatory obligations.
* Ability to plan, delegate, and supervise personnel in a manner that will gain respect.
* Strong oral communications and human relations skills.
* The ability to maintain effective and respectful work relationships with the Executive Director, Board of Directors, management, employees, and vendors.
* Good organizational skills and the ability to prioritize work.
* The ability to work under pressure and meet deadlines.
* Ability and flexibility to travel state-wide and nationally by ground or air transportation, including overnight travel.
* Must successfully pass a background check.
* Must possess a valid North Carolina driver license with a good driving record.

**Principal Duties and Responsibilities:**

***Financial Management***

* Keeps the Executive Director and Board of Directors apprised of the organizations financial status.
* Develops standard accounting analysis and reporting procedures to exercise overall financial controls.
* Develops and maintains a computerized accounting system that provides accurate and timely financial information.
* Develops and implements agency fiscal procedures.
* Develops and adjusts cost pools, cost allocations and the indirect cost rate for the agency and its various programs.
* Works with the agency Controller to assure that purchases and other expenditures are within budget guidelines, follow agency procedures, and are allowable costs.
* Prepares financial statements for auditors.
* Prepares accurate and timely monthly financial reports for the Board of Directors, Policy Council, CEO, senior staff and agency funding sources.
* Oversee cash management and asset management
* Administer cash flow planning and ensure availability of funds on hand as needed.
* Manage financial strategies and activities. Responsible for banking relationships.
* Administers and has fiduciary responsibility for the agency’s 403 (b) plan.

**Planning and Policy Making**

* Develop and monitor financial business plans and forecasts.
* Participate in agency policy development as a member of the Senior Leadership Team
* Represent WAGES with financial Partners, institutions, foundations, auditors, public officials, etc.
* Work with the Executive Director on the strategic vision, including fostering stakeholder relationships

***Recordkeeping***

* Maintains computerized financial recordkeeping system.
* Calculates expenditures and revenues, prepares financial status reports and budget analysis to various funding sources and the IRS.
* Maintains financial records in good order for monitors and auditors of the agency and its various programs.
* Keeps accurate records of agency reserves, investments, and inventories.

***Supervision***

* Oversees the work of the Controller and other finance department personnel; checks for accuracy and compliance; answers questions, provides guidance, and evaluates performance.
* Promotes a healthy exchange of information and a cooperative environment.
* Has the knowledge and ability to serve as backup for controller, accounts payable and accounts receivable as needed.

***Regulatory Compliance***

* Works with the agency Board of Directors, CEO and other staff to assure compliance with all applicable laws and regulations.
* Monitors agency financial policies and procedures to assure compliance with funding sources including Head Start, NC Pre-K, the, the NC Office of Economic Opportunity, the U.S. and NC DEQ and all other funding sources.

***Grant Proposal Budget Preparation***

* Calculates expected expenditure based on program design.
* Provides expenditure and revenue scenarios based on proposed program designs.
* Prepares federal, state, and local grant application financial paperwork.
* Supplies financial information for grant applications requested by the CEO (Executive Director) and program management staff.

***Meetings/Trainings***

* Participates in agency full Board meetings, finance committee meetings, and senior staff meetings.
* Attends frequent out of town trainings offered by agency funding sources, professional associations, and consultants.
* Participates with a local service club to promote agency image and positive visibility in the community.

***Communication***

* Frequent written, telephone and in-person contact with staff, vendors and Executive Diirector.
* Frequent written and telephone contact with federal, state, and local funding sources.
* Regular written reports, emails, letters, grant applications to share information and to obtain funding.
* Formal presentations as requested by the Board of Directors, Policy Council, and CEO.
* All communications are potentially sensitive and are subject to the agency’s confidentiality policy.

**Performance Dimensions:**

* Promotes programmatic and fiscal integrity.
* Develops and maintains positive working relationships with WAGES Board of Directors, senior management, and employees.
* Demonstrates a productive work style that is compliant with WAGES policies and procedures in support of established goals and objectives.
* Ability to supervise and manage staff efficiently and effectively within the guidelines of WAGES Policies and Procedures.
* Demonstrates how to be responsible, handle confidential information and records according to WAGES Policies and Procedures, organizes effectively and works independently.
* Interacts with outside vendors in a professional, friendly, hospitable manner.

**Physical, Mental and/or Visual Demands**

* Must be able to sit and stand for extended periods to time throughout the day.
* Must be able to lift up to 35 lbs.
* Must be able to bend and stoop.
* Must be able to walk extended periods throughout the day for monitoring.
* Mental and visual concentration required for preparing and analyzing data using a computer.

**Acknowledgment:**

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

Your signature below acknowledges receipt of this job description, and you were provided a copy to retain for your records. However, it does not create a binding employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the position change.

**I further understand that my employment with WAGES, Inc. is at-will.**

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Employee Signature Date

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Employee Name (Please Print)

**\*Please send all responses to** [**dspann@wagesnc.org**](mailto:dspann@wagesnc.org)**.**