



## Job Description

Position Title: **Chief Financial Officer**

Reports to: President and Chief Executive Officer

Revised: April 2021

Pay Range: \$77,800 – \$116,600

Job Code:

FLSA Status: Exempt

EEO Category:

Contributor Level: Management

### **General Purpose:**

The Chief Financial Officer (CFO) is responsible for providing leadership and managing Florence Crittenton Services financial and budgetary functions and activities. The CFO ensures timely and accurate information is available to foster effective decision-making and is also responsible for the Human Resources, the Facilities, and Information Technology (IT) functions and for the relationships with outside partners who help in these areas. The Chief Financial Officer reports to the Chief Executive Officer.

### **Essential Functions:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Participates with the Board of Directors, President and CEO, and other staff to establish Florence Crittenton Services' strategic and operational plans and organizational priorities.
- Maintains general ledger, reconciling accounts and departmental sub ledgers monthly.
- Prepares monthly financial statements and other required reports.
- Manages financial and accounting functions including: payroll; accounts payable; grant application, reports, and billings; accounts receivable; contract negotiations and management; tax filings; Colorado Child Care Assistance Program and cash management.
- Maintains the accounting for employee benefits and ensure essential staff accountant duties are fully backed up.
- Manages the development of the agency budget.
- Establishes and maintains accounting policies and procedures.
- Coordinates the external audit and assist auditors as needed to complete audit and annual Form 990 filing.
- Manages human resource activities.
- Acts as the Plan Administrator for the Florence Crittenton Services 401K Plan.
- Oversees risk management, including tracking and safeguarding physical and financial assets and negotiating appropriate insurance coverage.

- Ensures that information systems are adequate for efficient and effective management of agency activities and finances, and spearheads enhancing systems as needed.
- Manages facilities maintenance and operations.
- Supervises maintenance and janitorial staff/contractors.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

**Supervisory duties:**

- Directly manages the Staff Accountant, the Facility Manager, and the Human Resources Coordinator in accordance with Florence Crittenton Services' policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work including goal and direction setting, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems.

**Knowledge, skills and abilities:**

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong organization, communication, and leadership skills.
- Good listener, proactive, and collaborative problem-solver.
- Accurate and detail oriented. Ability to take initiative and focus on solutions.
- Ability to build and maintain effective, collaborative relationships with all internal and external stakeholders.
- Ability to meet deadlines and make decisions under pressure.
- Strong computer skills to understand the organization's standard operating system, word processing and spreadsheet applications, accounting system, payroll system, data management and Internet access.

**Education:**

- Bachelors degree in Accounting or related field is required.
- Master of Business Administration (MBA) or a related advanced degree is preferred.

**Experience:**

- Ten or more years of experience with a minimum of five years of accounting experience in a supervisory role is required.
- Grants' accounting management experience is preferred.
- Experience in accounting for government grants and human resources is preferred.

- Nonprofit experience is preferred.
- An equivalent combination of education and experience may be substituted on a year for year basis.

**Additional Requirements/Licenses/Certifications:**

- Must have reliable transportation.
- Must have a valid driver's license.
- Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.
- Certified Public Accountant (CPA) is preferred.

**Working environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is generally performed in an indoor professional office environment.
- Occasional travel to conferences, meeting is necessary.
- Work may involve additional hours during the evenings or on the weekends.
- Subject to call-back work and incumbent must be able to respond to emergency.

**Physical Activities:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This is largely a sedentary role; however, some filing is required; it would require the ability to reach for and lift files, open filing cabinets and bend or stand on a stool as necessary.
- Ability to stand, sit, walk, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Work primarily involves a high degree of mental concentration.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Light physical effort may be required by moving and positioning objects up to 25 pounds occasionally and / or 10 pounds frequently.

**Florence Crittenton Services** is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.