

## **JOB DESCRIPTION: Chief Financial Officer (CFO)**

Reports To: Chief Executive Officer

Employment Type: Full Time

### POSITION SUMMARY:

Reporting to the Chief Executive Officer and as a member of the Leadership Team, the Chief Financial Officer (CFO) directs the fiscal functions and management of the Gateway Center's \$4M budget, is responsible for the financial books and records of the organization including the preparation of periodic financial statements, for the annual audit conducted in accordance with nonprofit generally accepted accounting principles, and, to the extent applicable, Government Auditing Standards, the preparation of the Form 990 report to the Internal Revenue Service and other required reporting.

The CFO will also be responsible for partnering with senior management to establish standards and best practices that support the agency's strategic growth plan, as well as managing the overall financial reporting of the agency. This includes developing budgets and timely, accurate monthly financial statements, analyzing budget variances and developing recommendations for improvements.

### KEY RESPONSIBILITIES

- Develop credibility for the business office by providing timely and accurate analysis of budgets, financial reports, financial trends, and by effectively developing solutions to business challenges in order to assist the CEO, the Board and others on the Leadership Team in leading the organization and fulfilling the mission.
- Oversee timely completion of monthly general ledger management and accounting close, e.g., accruals, deferred revenue, sub ledger reconciliation and other monthly closing procedures.
- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the CEO, Senior Leaders, and the Board of Directors
- Drive continual improvement of the budgeting process through education of department directors and managers on financial issues impacting department budgets.
- Assist Program Directors and Project Managers with the preparation of budgets for funding applications.
- Develop a reliable cash flow projection process and reporting mechanism that includes a minimum cash threshold to meet operating needs. Provide strategic financial input and leadership on decision making issues affecting the organization.
- Maintain all banking relationships and initiate strategies to strengthen cash position.

- Monitor compliance with various grant record keeping and billing requirements in alignment with A-133 guidelines.
- Ensure grants are tracked and matched with corresponding expenses within the accounting system.
- Supervise the management of Accounts Receivable, Accounts Payable, Payroll and vendor relationships as necessary.
- Evaluate the finance division regularly and plan for continual improvement of the efficiency and effectiveness of the group.
- Oversee the audit process and manage the relationship with external auditors and tax advisors as required.

#### CRITICAL COMPETENCIES

- Demonstrated program vision, leadership and personal accomplishments.
- Ability to deliver effective plans and results against short- and long-term goals.
- A results-oriented leader with a record of success in having developed and implemented ethical department strategies that supported an organization moving to the next level.
- A strong grasp of problem solving and financial analysis techniques for nonprofits.

#### MANAGEMENT

- A leader with demonstrated experience leading a culture of success built on collective performance, maintaining department credibility and personal accountability.
- Low tolerance for silos and a high affinity for collaboration and “team”.
- Assist in formulating the company's future direction and supporting tactical initiatives.
- The CFO will provide direct supervision of the agency’s Accounts Payable/Payroll Specialist and Human Resources Generalist.

#### PERSONAL VALUES AND CHARACTERISTICS

- An inspiring, consensus-building leader with a bias to action.
- Skills in leading, inspiring and engaging people to produce high-quality results.
- An outstanding, enthusiastic relationship builder with high emotional intelligence.
- An approach that is collegial, collaborative and accessible, yet self-confident and effective.
- A deep-seated passion for the mission, vision and impact of the agency.

#### QUALIFICATIONS:

- Master’s degree in Accounting or Finance preferred. MBA or CPA strongly preferred.

- Demonstrated progressive experience in financial management and accounting, ideally in the nonprofit sector.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven track record in a management or leadership role involving significant decision-making authority in the planning, organizing, and directing of accounting functions of the organization,
- Applicants must be proficient in Excel, Word, PowerPoint, Financial Edge, and Raiser's Edge software or other non-profit comparable fund accounting software.
- Excellent written and verbal communication skills.

#### PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORK 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. The noise level in the work environment is usually moderate.

#### EQUAL EMPLOYMENT OPPORTUNITY COMMISSION:

Gateway Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law. Gateway Center also takes affirmative action to employ, and advance in employment, qualified women, minorities and covered veterans. Gateway Center also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state laws.