

CHIEF FINANCIAL OFFICER - FINAL FOR POSTING

The Chief Financial Officer is responsible for the development and maintenance of all financial systems and fiscal records and for the development and implementation of accounting policies and procedures to ensure that financial transactions are executed and documented in accordance with the Generally Accepted Accounting Principles (GAAP) and funding requirements as set forth by local, state and federal guidelines. The Chief Financial Officer is responsible for leading and executing the finance functions of the organization, including accounting, cash flow management, preparation of budgets, financial reporting and analysis, grant management, strategic leadership and supervision of the fiscal operations team.

Essential Duties and Responsibilities:

- Manage all financial operations, including accounting, financial reporting, grant management and cash-flow forecasting and analysis, as well as supervise the Payroll, Purchasing, Accounts Payable and General Accounting functions of the department.
- Develop, implement and maintain effective accounting policies, processes and internal controls.
- Generate financial reports, check registers and analyses for senior management, the Board of Directors and funders on a monthly basis; ensure that all financial reports required by funders are complete, accurate and submitted on time.
- Prepare an annual budget, as well as individual grant budgets; monitor expenditure compliance with budgetary requirements. Work with management team on pertaining to budget-related questions.
- Maintain records in accordance with GAAP principles and funder requirements.
- Provide oversight, coaching and development for Finance staff
- Manage the annual audit and oversees all regulatory filings
- Manage all banking relationships
- Serve as the benefits administrator for health care, pension, workman's compensation and life insurance. Conduct yearly cost analyses of the above.
- Oversee the payroll of full-time personnel and seasonal part-time employees.

Knowledge, Skills and Qualifications:

- Minimum requirements include a Bachelor's degree in Accounting / Finance from an accredited college or university; Master's degree and/or CPA is preferred.
- At least seven (7) years of senior financial management experience in a career showing progressive responsibility, including at least three (3) years of experience managing an audit and accounting staff. Experience with a nonprofit organization and with the handling of government contracts is not required, but is highly desirable.
- Knowledge of nonprofit accounting principles and practices, government contracts and grants administration. Proven knowledge in complex financial analysis
- Well-versed with the monthly close and reporting cycles.
- Experience designing and implementing financial and operational systems and processes to increase the effectiveness and efficiency.
- Excellent interpersonal, written, and verbal communication skills. Must be able to communicate and work effectively with all levels of management and staff as well as Board of Directors and outside contact agencies.
- Advanced MS Excel skills with knowledge of pivot tables, macros, creating reports and proficiency in MS Word as well; working knowledge of business accounting software is required.
- Excellent communication, interpersonal, diplomatic and analytical skills, as well as attention to detail.
- Flexibility combined with the ability to multi-task; comfortable working in a fast-paced and growing organization and independently, as well as ability to meet unexpected demands;

To apply, individuals should send a resume and cover letter (with salary requirements) to JCETP-CFO@jcetp.org