



Job Title:	Chief Financial Officer	Date:	11/09
Reports To:	President/CEO	FLSA Status:	Exempt
Direct Reports:	Finance Manager, Information Systems Director, Human Resources Director		

Primary Purpose:

Provide leadership to help sustain the current and future financial viability of the organization through meaningful financial and statistical information provided to the President/CEO, COO and all levels of staff, board members, funders and regulators. Gather and analyze data and information, identify trends, establish forecasts, and recommend action. Carry the fiduciary responsibility for the Board of Directors for safeguarding the assets of the agency.

Areas of Impact:

Strategic Financial Management, Earned Income, Brand Identity, Revenue/Expense Oversight, Strategic IT and HR decision-making

Essential Job Responsibilities:

Strategic Financial Management

- Work with the President/CEO, the COO and Board in directing the strategic financial planning of current and future operations. Prepare and monitor DARTS' long-range financial plans.
- Continually assess agency service and financial trends for strategic review by the management staff and Board
- Prepare and monitor financial dashboard for the agency
- Prepare and monitor cash flow projections for the agency
- Assess and recommend uses of cash reserves to maximize interest and investment income
- Support the Finance Committee and its oversight of the financial operations of the agency
- Support the Endowment Committee and its oversight of the Endowment advisor and funds
- Assist in the review of earned income opportunities and new programs and services
- Establish and maintain excellent relationships with DARTS' financial and banking institutions



Management and Reporting

- Lead the annual agency budget preparation process
- Ensure the timely and accurate preparation of monthly and quarterly internal financial statements for the President, Board, and DARTS management team
- Oversee the annual audit and the preparation of forms 990 and 990T
- Ensure the preparation of accurate and timely monthly, quarterly, and annual reports to outside funders and government units to meet contract and/or billing requirements
- Ensure the accurate and timely preparation of payroll, accounts payable, and receivables
- Oversee and monitor the Human Resources department and assist in setting strategic plans for the agency including compensation and benefits
- Oversee and monitor the Information Services department and assist in setting strategic plans for the agency including the long range technology plan for the agency
- Attend all Board meetings
- Attend as necessary all management meetings related to budget and financial operations and planning for the agency

Risk Management

- Work with all insurance brokers and agents to purchase/renew all necessary and mandated insurances and risk management tools
- Monitor financial industry regulation changes and trends and ensure compliance and transparency of DARTS' fiduciary responsibilities

Staff Management

- Manage the hiring, training, performance management and disciplinary processes for direct reports
- Support and assist in brand platform implementation in the finance department and the entire agency
- Coach direct reports to address problem areas, reinforce positive performance, and hold them accountable for results
- Ensure that direct reports are thoroughly trained and are keeping current on changes in regulatory requirements, industry trends, and other information affecting their areas of responsibility
- Ensure that the work environment is productive, satisfying and inclusive

Qualifications:

To perform this job satisfactorily, an individual must be able to perform each duty and responsibility satisfactorily. The qualifications and requirements listed below are representative of the knowledge, skills, abilities, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education and Experience:

Bachelor's degree in Accounting or Finance required. Seven to ten years of accounting experience, preferably with smaller entities where exposure to many different business aspects provides a broad base of experience to draw upon. At least five years of supervisory experience.

Knowledge/Skills/Abilities:

- Strategic and long term thinking
- Understanding of GAAP as related to nonprofits
- Ability to implement and maintain financial controls in a small business environment
- Proficiency with accounting software including a proficiency in Excel
- Strong leadership and management skills
- Strong skills in critical/logical thinking
- Ability to simplify financial information for non-financial people
- High degree of ethics; ability to maintain confidentiality
- Strong verbal and written communication skills
- Persuasive negotiation skills
- Self-directed; ability to work with minimal oversight
- Ability to read, analyze and interpret complex documents
- Ability to respond effectively to sensitive inquiries
- Unflappable

Certification, License, and Registration:

CPA, CMA or MBA preferred

Working Conditions and Physical Requirements:

Must possess mobility to work in a standard office setting and to use standard office equipment including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 10 pounds, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.