



## Chief Financial Officer Job Description

**Job Title:** Chief Financial Officer  
**Department:** Accounting  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Prepared By:** HR to Go  
**Prepared Date:** March 2021

**Summary:** The Chief Financial Officer is a strategic thought-partner and reports to the Executive Director. The role requires hands-on and participative management, and the ability to lead and develop the internal team, and work with applicable contracted outsources, to support the following areas: financial management, Board of Director's committees, risk management, payroll and employee benefits. The Chief Financial Officer plays a critical role in partnering with the senior leadership team in strategic decision making and operations as SSHH continues to enhance its quality programming and build capacity. The position requires a financial leader able to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Employment decisions of personnel will be made solely on the basis of merit, skill, training, ability, and qualifications without discrimination with regard to: race, age, color, religious creed, gender, genetic information, genetic characteristics, gender identity, gender expression, transgender status, religion, marital status, military status, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, sexual orientation, or any other consideration made unlawful by federal, state or local laws.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned by the Board of Directors.

- Develops a clear financial plan that is consistent with the organization's strategic programs, goals and initiatives.
- Oversees the organization's financial accounting systems and functions maintaining strong internal controls.
- Oversees the annual audit, in full compliance with generally accepted accounting principles and funder requirements.
- Reviews all financial plans and budgets; monitors progress, and changes and keeps senior leadership team abreast of the organization's financial status.
- Manages organizational cash flow and forecasting and generates monthly cash flow projections.
- Implements a robust financial management/reporting system, including comprehensive restricted funds accounting system, and an efficient system for pledge accounting and tracking; ensures that financial data and cash flow are accurate and support operational requirements.  
Implements accounting and financial process improvements, including digitization of accounting transactions. Evaluates adequacy of accounting systems to deliver transactions and reporting efficiently and recommends/leads transition to successor systems as appropriate.
- Updates and implements all necessary business policies and accounting practices. improves the finance department's overall policy and procedure manual. Create financial policies and procedures that are aligned with GAAP and federal requirements for monitoring revenue and expenditures.
- Facilitates preparation of the annual budget in collaboration with other department heads.
- Analyzes, prepares and presents bi-monthly financial statements to the Board of Directors.
- Is familiar with State and Federally funded programs and appropriate cost allocations.
- Periodically reviews funder regulations as well as all applicable federal regulations.



- Updates and revises internal control policies and procedures as needed to be in compliance with funder requirements. Develops and manages an effective banking relationship which will aid the agency in obtaining grant funding and securing financing for operations and business expansion
- Is in direct contact with our funders, ensuring compliance with all administrative and financial aspects of our grants and contracts.
- Prepares necessary regulatory cost reporting and stays current with rules, regulations and reporting requirements for federal, state and local funders.
- Maintains or oversees the accounts payable and accounts receivable functions.
- Provides training and supervision to administrative staff as needed.
- Reviews and analyzes agency's general liability policy and make recommendations to the Executive Director.
- Reviews and analyzes the agency's workers compensation policy.
- Responsible for the timing and accurate completion of the organizations tax filings including, but not limited to:
  - Annual forms 1099, independent contractors;
  - Annual W-2s and W-3s through the payroll outsource;
  - Annual Forms 5500 for the 403(b) plan;
  - City and County of Sacramento Annual Forms 571-L, Business Property Statement.
- Creates a collaborative work environment and builds positive relationships across departments.

**Supervisory Responsibilities:** Supervises employees in the Accounting department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Measures of Performance:** The CFO shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Analytical Thinking* - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Makes a systematic comparison of two or more alternatives; Notices discrepancies and inconsistencies in available information; Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail; Weighs the cost, benefits, risks, and chances for success in making a decision; Designs workflows and procedures.
2. *Interpersonal Skills* - Focuses on solving conflict, holding others accountable; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
4. *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
5. *Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.



6. *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
7. *Strategic Thinking* - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Has an in-depth understanding of competitive products and services within the marketplace; Develops and proposes a long-term strategy for the organization based on an analysis of the industry and marketplace and the organizations; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
8. *Planning/Organizing* - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
9. *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
10. *Dependability* - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
11. *Initiative* - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Identifies what needs to be done and takes action before being asked or the situation requires it; Does more than what is normally required in a situation; Seeks out others involved in a situation to learn their perspectives; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Qualifications:** 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.

**Education and/or Experience:** Bachelor's degree (B.A.) from four-year College or university, required. Masters' degree (MBA) or CPA, preferred. Seven to 10 years of overall professional experience; ideally six plus years of broad financial and operations management experience; or equivalent combination of education and experience.

**Language Skills:** 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 effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and the



Microsoft Office Suite of products. Technology savvy with knowledge of accounting and reporting software (experience with Sage Intacct or similar ERP software).

Knowledge of basic office equipment should include: Internet and email, copy and fax machines and telephone.

#### **Other Qualifications:**

- Prior experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and previous experience overseeing a payroll, employee benefit, and HRIS function.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.
- Experience selecting and overseeing software installations and managing relationships with software vendors.
- Commitment to training programs that maximize individual and organization goals across the organization, including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem- solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of SSHH.
- Demonstrated interest and experience with non-profits.

**Physical and Emotional 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. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Must be able to travel with luggage and be able to transport materials and personal overnight supplies. 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 noisy.

**Acknowledgements:** I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here (If none, so state):

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I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

- I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.
  
- I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

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I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

I understand that I am an exempt employee and therefore, may be required to work in excess of 40 hours per week without overtime compensation.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

