



Title: Chief Financial Officer

Reports To: Chief Executive Officer

Supervises: Accounting Staff

Responsibilities

- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Maintain best practices and manage all aspects of accounting operations including accounts payable, cash disbursements, accounts receivable, deposits, payroll and general journal entries.
- Ensure timely and accurate deposit of all funds received.
- Produce timely and accurate financial statements and reports that are in accordance with generally accepted accounting principles (GAAP).
- Manage the documentation and maintenance of complete and accurate supporting information for all financial transactions.
- Manage government grants including assuring expenses are recorded to the appropriate grant. Prepare grant reports and reimbursement requests. Communicate with government agencies and participate in funder site visits.
- Direct the annual budgeting process and subsequent management of forecasts and variances.
- Provide staff support and present financial statements to the finance committee of the board.
- Serve as the primary staff liaison for the preparation and completion of the annual independent financial audit and IRS form 990.
- Work collaboratively with program and development staff.
- Ensure that all statutory requirements of the organization are met including IRS tax-exempt requirements, IRS form 990, IRS form 1099-misc, and state charitable & corp. registration.

Qualifications

- Bachelor's degree in accounting, Master's preferred.
- 6+ years of progressive accounting responsibility, including supervisory experience.
- 3+ years of experience in non-profit accounting.
- Previous responsibility for managing an organizations overall accounting functions
- CPA a plus.
- Excellent knowledge of generally accepted accounting principles and nonprofit accounting.
- Experience working with government grants.
- Thorough knowledge and experience working with all areas of QuickBooks.
- Advanced computer software literacy required, including: MS Excel, MS Word, online bill paying programs, and payroll processing software.