



Chief Financial Officer (CFO) Job Description

Exempt (salaried)

General Purpose of the Position: Responsible for all financial record-keeping and reporting aspects of the Agency, and for monitoring the ongoing fiscal compliance, fiscal solvency, and cash position of the Agency.

Supervisor's Title: Chief Executive Officer

Supervisory Responsibility: Finance Director, HR Manager/Accountant, Grants Specialist, Accounting Specialist, and Finance Clerk.

Minimum Level of Education/Experience Required: Bachelor's degree in accounting and four years' related experience. Certified Public Accountant (CPA) preferred.

License or Certification Required: Must have a valid Illinois Driver's license and proof of automobile insurance.

Essential Functions of the Job:

1. Participate in formulating and administering Agency financial and administrative policies and developing goals.
2. Responsible for agency financial operations.
3. Coordinate and direct activities within fiscal department toward attainment of goals and objectives and establish processes to ensure agency financial stability.
4. Develop the annual agency operating budget and any necessary budget revisions.
5. Use and manage the fund accounting software system needed for effective operation.
6. Work closely with outside CPA firm on annual audit, responsible for the coordination and preparation of financial records for the audit.
7. Responsible for and ensure maintenance of accounting records and preparation of financial statements and reports.
8. Responsible for accurate and timely posting of all journals and ledgers. Maintain separate accounting records for each program/grant for agency.
9. Authorize all expenditures/disbursements in accordance with Board Policy.
10. Maintain all agency bank accounts and monitor agency cash flow.
11. Ensure that all transactions are properly recorded in the appropriate accounts and are properly verifiable by reference to supporting documents.
12. Evaluate and recommend changes to staffing, other expense categories, and the potential use of an indirect costing method.
13. Approve and maintain controls in the cost allocation systems.
14. Oversee timely submission of all federal and state payroll taxes, benefit premiums, retirement contributions and worker's compensation premiums.
15. Responsible for agency inventory, asset management process and records.
16. Monitor and refine agency's system of internal controls to safeguard agency assets.
17. Oversee all corporate insurance coverages.
18. Ensure completion of funding source financial and compliance reports.
19. Review and retain leases, contracts and RFP's.
20. Monitor year end program closings to ensure program compliance for expenditure of funds.
21. Oversee the operations, maintenance and security of the fund accounting financial software.
22. Maintain fiscal procedures manual for the agency with assistance from fiscal staff.

23. Prepare request for proposals, and perform bid solicitations for auditing and other services.
24. Responsible for ensuring compliance with OMB circulars, state and federal grant requirements along with agency policies and record retention procedure.
25. Seek funding opportunities and assist the Chief Executive Officer to expand program funding.
26. Maintain familiarity with grant conditions relating to financial compliance and reporting.
27. Assist Program Directors with the preparation of their program budgets and regularly meet regarding monthly expenses.
28. Research staff wage/salary impacts on program budgets and maintain salary scales.
29. Prepare financial reports for the Board of Directors, CEO, and Program Directors.
30. Present financial information to the Board of Directors.
31. Report to and offer guidance to the CEO on financial operations.
32. Research and consult with CEO and the Board of Directors on investment of excess cash (net assets without donor restriction).
33. Assist the CEO in agency strategic planning, leveraging funding and development of new programs and policies for Agency growth.

Physical Demands:

1. Must be available to perform the essential functions of the job whenever scheduled to work.
2. Must be able to move about the office to supervise staff, meet with customers, vendors, contractors, and community partners, and operate common office equipment.
3. Must be able to remain in a stationary position to work on a computer to enter accounting documentation.
4. Must be able to pick up and hold documents and other common office items.
5. Must be able to communicate and converse with customers, coworkers, vendors, contractors, and community partners to carry out assigned accounting duties.
6. Must be able to operate a computer to record and report data, enter accounting data, and to communicate with staff, customers, volunteers, and community partners.
7. Must be able to use a telephone to communicate with customers, coworkers, and community partners.
8. Must be able to perform mathematical calculations used in accounting practices to fulfill grant and contract requirements.
9. Must be able to operate a motor vehicle to provide services in the community, meet with community partners and vendors, and visit other office locations.

Protective Equipment: None.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to modification to reasonably accommodate individuals with a disability.

Job description last reviewed: 9/15/2023 by RP