

JOB DESCRIPTION

Title: Chief Financial Officer

Job Summary: The Chief Financial Officer is responsible for day-to-day supervision of all fiscal operations of the agency to ensure that the agency's assets are properly safeguarded according to funding source and agency policy. Duties include managing accounting staff and assuring the timeliness and accuracy of work done.

Job Station: Central Office

Supervises: Financial Operations Supervisor

Supervised By: Deputy Director

Major Duties and Responsibilities:

1. Responsible for overall management of the day-to-day financial operations of the agency including supervision of staff and overseeing the agency's accounting functions, including proper purchasing, FGP payroll, general ledgers and journal entries, property management, petty cash, receipt of income from funding sources, bank management, bank deposits and withdrawals, and ensuring all bank accounts are secured above the FDIC limits.
2. Accounting System –Implementation of an effective accounting system as required by funding sources and ensure that the books of account are properly maintained.
3. Oversee month end close outs to ensure accuracy and consistency.
4. Assist the auditor in the year-end audit and the annual 5500 report.
5. Responsible for maintaining compliance with CSBG Organizational Standards, particularly the "Financial Operations and Oversight" category.
6. Responsible for the SACS Software. Keep apprised of updates, changes, and versions of software.
 - a. Work with software distributor and CMCA IT department to implement all changes and updates.
 - b. Assign all securities to users.
 - c. Analyze data in the system to ensure integrity of data and system.
 - d. Responsible for technical support.
7. Transmit un-audited and audited transmission to FASS PH (Financial Assessment Subsystem Public Housing).
8. Responsible for accounting functions on Housing Development Projects and Area Housing Projects, construction loans/draws.
9. CMCA Properties – responsible for getting K-1's from CMCA housing partners and insuring the 1120 income tax return is prepared by auditor.
10. Prepare required financial reports for Area Board and funding sources.

11. Review all financial reports for funding sources.
12. Review all internal fiscal management reports for staff and Board.
13. Responsible for recruitment, selection, training, and evaluation of assigned fiscal staff. Assign, schedule and review their activities.
14. Review checks and all supporting documents for payment.
15. Facilitate investigations of fraud and abuse as described in Accounting and Financial Policy and Procedure Manual.
16. Banking:
 - a. Daily banking reports, bank account transfers, stop payments. Payroll and vendor ACH payments.
 - b. Direct contact with bank personnel on electronic banking, booking services and customer services.
 - c. Update Electronic Business Services Agreement for CMCA bank accounts.
 - d. Ensure bank deposits are prepared and deposited in a timely manner.
17. Ensure that financial records and related materials are readied and available for audit.
18. Advisor to Executive Director – Advise the Executive Director on all fiscal matters.
19. Fiscal Records – Ensure that all fiscal records for programs are properly maintained.
20. Prepare data for monthly budget reviews and conduct periodic budget reviews with Program Director(s) and provide technical assistance to program director(s) as requested.
21. Budgets & Budget Proposals –Review and approve program budgets and proposals before submission to funding source. Ensure developed budgets contain technical aspects required before submission.
22. Information – Stay informed of federal and state non-profit tax regulations, applicable unemployment insurance regulations, worker’s compensation regulations, and record keeping and reporting requirements of funding sources. Review and keep current on all funding source rules and regulations.
23. Prepare, collect and assist in the evaluation of audit bids and oversee the audit process.
24. Assist in the preparation of records and materials for program and agency A-133 audits.
25. Work directly with auditors on financial audits, 990 and 1120 tax preparation and submission of Data Collection Report.
26. Responsible for Agency insurance, excluding Health, Dental and Life insurance contracts.
 - a. Prepares application for building, property, auto, personal liability, officers and directors and bonding.
 - b. For construction projects, make application for liability, building and builder’s risk.
 - c. Make additions and deletions to policies during the year.

- d. Prepares report to allocate insurance expenses to all agency programs.
 - e. Reports all accidents and other claims to insurance companies.
 - f. Works directly with insurance agents, auditors and adjustors.
 - g. Prepare applications for accident insurance for FGP and Head Start Preschoolers
 - h. Report claims and be responsible for year-end audit of policies.
27. Obtain approval of drivers to operate CMCA vehicles, maintaining vehicle list including location of vehicles.
 28. Secure appropriate insurance coverage for the agency such as Liability, Employee Health Insurance, Officers and Directors, Worker's Compensation, etc.
 29. Know and comply with agency policies and procedures.
 30. Write and periodically revise agency Financial Policy & Procedure Manual.
 31. Negotiate and monitor all leases and services (with the exception of Head Start).
 32. Maintain originals of all approved contracts.
 33. Actively support Community Action Standards of Excellence.
 34. Develop, implement, and monitor accounting functions for fee-for service.
 35. Monitor tax implications and IRS compliance.
 36. Ensure fiscal policies support FFS operations and advise Executive Director.
 37. Perform duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to understand the vision and values of CMCA and to implement the mission, purpose and goals.
2. Be aware of and comply with all work and standards, policies and procedures of CMCA, upholding organization values and client confidentiality.
3. Knowledge and respect for diverse cultures/lifestyles and the problems of poverty in the community.
4. Ability to handle program/client information in a confidential manner.
5. Knowledge of accounting theory, principles and methods, and ability to establish, supervise and maintain a total agency accounting system.
6. Knowledge of non-profit and applicable federal and state accounting methods and regulations.
7. Ability to interpret governmental rules and regulations and to apply them to programs.
8. Ability to train and supervise subordinates in agency accounting methods and techniques.
9. Ability to operate 10 key calculator, office equipment, and computer.

10. Knowledge of budgeting and writing proposals.
11. Knowledge of network computer systems with accounting software applications.
12. Knowledge of basic office filing methods, practices and procedures.
13. Knowledge of Federal and State non-profit tax regulations, applicable unemployment insurance regulations workman's compensation regulations.
14. Ability to work effectively with agency management staff and others with non-financial backgrounds.
15. Ability to train and develop subordinates in agency accounting methods and techniques.
16. Knowledge of the Privacy Act with the ability to keep agency records confidential and secure.
17. Ability to attend work on a regular basis.

Qualifications Required:

1. Bachelor's degree in Accounting, Finance, Business Administration or related field with a minor in Accounting. Master's degree preferred.
2. Four years of fiscal experience preferably in public, non-profit or governmental agency including at least three years account analysis experience.
3. Five years management, leadership, and supervisory experience required preferably within a nonprofit environment.
4. Demonstrated skill in key components of operation including business planning, cash planning, forecasting, and government funding.
5. Advanced level and knowledge of Microsoft Office.
6. Must have a valid Missouri driver's license and daily access to a reliable and licensed automobile.
7. Residence within eight county area preferred.

Salary Range: XI Exempt

EQUAL OPPORTUNITY EMPLOYER

	Initials	Date
Executive Director		11/13/17

Employee Signature

Employee Printed Name

Date