



Chief Financial Officer

Position Statement

To perform the Accounting and Finance Services for the Agency and its subsidiaries.

Reports To: President and CEO
Status: Exempt
Starting Salary:

Position Responsibilities:

- Train and supervises the Grant Manager and Finance Officer raising awareness and knowledge of financial management matters.
- Work with the President/CEO on the strategic vision of the agency.
- Ensure adequate controls are installed and the substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Provide the President/CEO with an operating budget. Work with the CEO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.
- Provide the management and coordination of all fiscal reporting activities for the agency including: an agency revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Oversee all purchasing and payroll activity for staff and participants.
- Maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors to ensure all A-133 audit issues are resolved, all 401(k) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Monitor banking activities of the organization.
- Ensure adequate cash flow to meet the organization's needs.
- Serve as one of the trustees and oversee administration and financial reporting of the organization's Savings and Retirement Plan.
- Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by the Leadership Team and the Board of Directors.
- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.

- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.
- Perform Accounting Functions:
 - General Journal Entries
 - Bank Reconciliations and other account reconciliations
 - Maintain Special Events Summaries
 - Other Analysis as needed
- Maintain and/or supervise accounting books for:
 - Building/Property Management
 - Mentoring Center of Central Ohio
 - BBBS of Delaware County
 - BBBS of Union County
 - BBBS of Springfield
 - BBBS of Greater Cleveland
 - BBBS of East Central Ohio
 - BBBS of South Central Ohio
- Keep the President and CEO informed of any irregular activity
- Manage the organizations insurance renewals by working with third party providers
- Complete any business matter delegated by President and CEO, advising them of results
- Serves as a member of the Leadership Team and attends Board Meetings.
- Prepare board reports for Subsidiaries and present to their board meetings on financial status of agency.
- Oversee and monitor grant performance of subsidiaries, including government.
- Work with external auditors to complete 990's for all agencies.
- Work with President/CEO's of subsidiaries on budget process.
- Provide the Finance and Audit Committee with reports and information as needed for quarterly meetings.

Position Standards

- *Technical* – Demonstrates the ability to apply accounting principles, analyze and summarize financial information and understand the internal control environment.
- *Analytical* – Demonstrates an ability to identify opportunities and evaluate resources to reach logical and practical solutions giving consideration to the overall environment.
- *Leadership* – Demonstrates an ability to set direction, lead results through others, execute the vision.
- *Communication* – Demonstrates the ability to express ideas clearly, concisely, and confidently which influences others and fosters clarity of understanding.
- *Business Knowledge* – Demonstrates an understanding of non-profit industry issues and implications, specifically BBBS' organizational environment, strategy and vision, produces and services.
- *Integrity & Trust* – Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- *Time Management* – Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Position Requirements

- Bachelor's Degree in Business, Management, or Finance (Business Masters (MBA) and/or Certified Public Accountant (CPA) preferred).
- Excellent people skills.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience should include legal, audit, compliance, budget and resource development.
- Proven effectiveness leading professionals in finance and accounting.
- Technically savvy.
- Flexible and self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to Big Brothers Big Sisters of Central Ohio mission.
- Must be willing and able to make last minute changes to accommodate job.

Equal Employment Opportunity

Big Brothers Big Sisters of Central Ohio provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflected the general duties, responsibilities and competencies considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSO may change the specific job duties with or without prior notice based the needs of the organization.

To help achieve the mission of the agency, the Chief Financial Officer may have to assume additional tasks and responsibilities as assigned by the President and CEO or their designee.

This job description should not be interpreted as an employment contract. The Agency reserves the right to unilaterally and periodically modify this job description as is consistent with its goals and objectives.

If you have any questions or do not understand the job description as written, please see the President and CEO immediately. If you understand everything completely, please sign and return to the Vice President of Human Resources/Talent Development.

Signature

Date