



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Chief Financial Officer (CFO)** works in partnership with the President/Chief Executive Officer (CEO) and other members of the senior management team to lead the corporation, orchestrating the integration of all activity. Undertakes whatever activities are necessary and appropriate to ensure compliance with the mission, goals, objectives, and policies formulated by the Board of Directors, to meet the conditions of the contracts and grants held by WCAP, and to conform to applicable regulations, funding source requirements, laws and corporate policies and practices.

The CFO is an agent of the CEO, empowered to act in his/her behalf, and when designated, assumes overall direction of the Corporation in the absence of the CEO. Involved in the staffing of governing and advisory groups. Informs the CEO and ultimately the Board of Directors of all issues and accomplishments of the systems related to areas of responsibility.

The CFO is responsible for all financial operations, reporting and risk management. Oversees the Fiscal Department and serve as liaison with audit firms, funding sources, other service providers and the general community. Charged with safeguarding the Corporation's assets.

Desired Results:

1. WCAP is financially viable and in compliance with all auditing and accounting standards.
2. Services operate within the constraints of existing budget and regulatory limits.
3. Risks are constantly analyzed, minimized and adequately insured.
4. We provide the best possible work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assumes overall direction of the corporation in the absence of the CEO.
2. Integrates corporate movement and shares responsibility for:
 - a) Board/staff/community participation in corporate planning and implementation.
 - b) Board/staff/community understanding of/support for WCAP, its mission/culture.
 - c) Building and maintaining a unified WCAP presence.
 - i. Initiates and maintains relationships with WCAP constituencies.
 - ii. Fosters a public policy environment favorable to WCAP.
 - iii. Integrates/coordinates financial and risk management across the Corporation.
3. Manages all financial operations, including budget development, budget tracking, monthly internal reports, cash management, investment management, and related activities.
 - a) Acts as Fiscal liaison with all funding sources and the IRS
 - b) Manages audit preparation and process.
 - c) Manages payroll, accounts payable/receivable, inventory, and procurement.
 - d) Develops, implements, manages, and assure integrity of internal systems.
 - e) Manages banking services, and cash and capital asset management.
 - f) Manages fixed assets.
 - g) Maintains and updates corporate legal documents.
 - h) Provides fiscal staff with needed direction and technical assistance.

Position Title:
Chief Financial Officer

Department:
Finance

Reports To:
President/Chief Executive Officer

Supervises:
Finance Department

FLSA Status:
Exempt

Last Revised/Approved:
August 2018

- i) Signs financial documents on behalf of the corporation in accordance with established policies of the corporation
 - j) Staffs the Finance Committee.
4. Manages corporate risk management:
 - a) Conducts risk assessments.
 - b) Designs and implements risk reduction activities.
 - c) Manages corporate insurances
 - d) Safeguards the assets of the corporation.
 5. Manages department personnel.
 - a) Implements WCAP policies and procedures.
 - b) Develops/updates job descriptions.
 - c) Develops and implements training and skills acquisition opportunities for Fiscal staff.

Professional Development

1. Keeps up to date on State and Federal regulations governing all aspects relevant to this position.
2. Participates in any required trainings, meetings and professional development activities.

Leadership & Teamwork

1. Demonstrates effective communication skills in building relationships with all employees and clients.
2. Collaborates with all partner agencies to assure effective communication processes across agencies.
3. Adheres to the policies in the use of computer technology and all tele-communication devices.

Safety And Wellness:

1. Actively promote safety and accident prevention within the workplace.
2. Report any unsafe conditions, incidents and/or accidents immediately.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; regularly lift and carry up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a business office setting. Noise level is generally quiet. Assigned work may require travel within the local or neighboring communities. Evening and week end time may be required to meet program and/or organizational needs. State wide travel may be needed for meetings and or trainings.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least ten years of progressively-responsible and successful experience in a senior financial management position, including at least five years of successful experience in a supervisory position.
- Diverse background in all aspects of finance preferred.
- Experience with computerized fiscal operations preferred.
- Leadership skills, ability and experience. Strong supervisory skills.
- Strong written and verbal communication skills. Ability to communicate effectively both orally and in writing. Writing skills in the area of grants, budgets, narrative reporting, etc.
- Strong time management and organizational skills.
- Computer proficiency and experience, including spreadsheet and word processing skills.
- Must be bondable.

Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree in Accounting, Business Management, or related field, required.
- Certified Public Accountant or Certified Management Accountant preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date