

Jefferson County Committee for Economic Opportunity (JCCEO)

JOB ANNOUNCEMENT

JOB TITLE: CFO

JOB LOCATION: HEADQUARTERS

REPORTS TO: EXECUTIVE DIRECTOR

POSTING DEADLINE: JUNE 2020

CHIEF FINANCIAL OFFICER

JOB QUALIFICATIONS

EDUCATION: Bachelor's Degree in Accounting, Finance, or Business Administration.
Preferred: CPA or MBA

EXPERIENCE: Minimum seven years in increasingly more responsible positions related to Accounting. Experience working with Head Start, Early Head Start, CSBG and LIHEAP grants.

ABILITIES: Ability to work cooperatively and collaboratively with other staff and the public. Able to exercise discretion and sound judgment in the performance of duties.

PERSONAL ATTRIBUTES: Sound decision-making and problem-solving capability. Must be able to interact and relate professionally to staff, participants, vendors, and the general public. Must maintain strict confidentiality.

STATUS: Exempt

REQUIRED KNOWLEDGE SKILLS AND EXPERIENCE

1. 7-10 years progressively responsible accounting and finance related leadership experience.
2. Finance and accounting experience in a government, non-profit, community action or other comparable grant-funded organization with a budget of \$10 million or more.
3. Experience leading and managing a team of accounting and finance professionals.
4. Thorough knowledge of fund accounting and accepted accounting procedures and principles.
5. Strong knowledge of federal tax laws and guidelines for non-profit organizations.
6. Knowledge and experience with an annual audit process including single audits.
7. Skills in capital management.
8. Demonstrated ability to train and supervise accounting staff and other key leaders in functional areas.
9. Ability to prepare and report to the Board Finance Committee accurate balance sheets, profit/loss and financial statements.

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JOB ANNOUNCEMENT JOB DESCRIPTION

RESPONSIBLE & ACCOUNTABLE TO:

Executive Director

GENERAL DESCRIPTION: The Chief Financial Officer provides the Executive Director and Board of Directors with relevant financial data necessary for budgetary and financial decisions for JCCEO. Additionally, this position oversees the efficient and timely performance of the accounting team. The Chief Financial Officer reports to the Executive Director and is a member of the agency's Executive Management Team.

Specific Responsibilities

1. Directs the financial and operational affairs of the agency within the scope of responsibility as delegated by the Executive Director and Board of Directors. In addition to Finance, the CFO will oversee agency operations and transportation to ensure seamless fiscal and organizational oversight.
2. Provides support and guidance to the Board Finance Committee in analyzing the agency's financial position.
3. Ensures that all financial records and systems are in accordance with Generally Accepted Accounting Principles (GAAP).
4. Directly supervises and coordinates activities of employees in the accounting department, ensuring that standard accounting principles are followed.
5. Prepares and submits the Agency's annual cost-allocation plan and negotiates the Agency's annual Indirect Cost Rate agreement.
6. Assures the adequate fiscal staff training and redundancies are in place to ensure that continual financial processes are established.
7. Responsible for accurate and timely financial and other reporting as required for internal management and/or funding sources.
8. Establishes and maintains financial objectives and operational policies to ensure agency compliance.
9. Works with agency programs to provide forecasting and direction in creating annual budgets and projections.
10. Assists in preparation of annual grant writing for Head Start, CSBG and other special fund sources as designated by the Executive Director.
11. Manages annual audit process.
12. Advises on operational adjustments (e.g., changes in tax laws, rate changes).
13. Participate in the strategic planning process of the agency as a member of the Executive Management Team.
14. Perform other duties as assigned.

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APPLICATION INSTRUCTIONS

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

PREFERRED METHOD OF APPLICATION

Email all application materials via Word or PDF attachment to RECRUITMENT@JCCEO.ORG

Please include the title of the job in the subject line.