



<b>Job title</b>	<b>Chief Financial Officer</b>
<b>Reports to</b>	<b>Chief Executive Officer</b>
<b>FLSA Classification</b>	<b>Exempt / Full-time</b>

### **Job Summary**

Responsible for all finance and accounting-related activities of the organization. Oversee all financial reporting, budgeting, grant management, forecasting, financial analysis, payroll, risk management and compliance requirements of the agency. Work closely with the CEO and Board of Directors to develop and implement financial strategies that support the agency's mission and goals.

### **Duties and Responsibilities**

- Responsible for daily financial transactions, fund accounting, audits, budget development and oversight, monthly financial reports, and the design and implementation of internal controls.
- Manage financial resources and conduct resource planning for future needs
- Work collaboratively with CEO in determining financial targets for the agency and translate them to program directions
- Project revenue and expenses and develop budget models to guide staffing and program development
- Prepare budgets and fiscal reports for funders and Board of Directors
- Monitor cash management, cash flow forecasting, oversight of bank balances, CD maturity dates, liquidity planning, and investing
- Work closely with the CEO and Advancement staff to ensure a financial strategy that is in alignment with the agency's capital campaign and building program
- Responsible for grant reporting management for capital campaign
- Develop and manage systems to track performance against budget, restricted funds, and provide analysis and reporting to CEO, Finance Committee, Board of Directors and funders while ensuring integrity and accuracy of the financial information
- Provide leadership and direction in facility management issues that are affected by the agency's financial situation which includes insurance claims, major repairs, etc.
- Responsible for the agency's policies and procedures related to finance, accounting, investment, and cash management
- Provide ongoing analytical and project management support as needed
- Manage relationships with external partners such as banks, auditors, vendors and other financial service providers
- Prepare financial reports and documents as needed to support fund development and management of grants, including the tracking and reporting of restricted funds.
- Oversee payroll preparation
- Supervise finance department staff
- Attend all finance committee meetings and board meetings
- Other duties as assigned by CEO

## **Qualifications**

- MBA or CPA strongly preferred or Bachelor's degree in Finance or Accounting with equivalent experience
- Progressively responsible experience in financial management with at least 5 years experience in a nonprofit setting
- Experience in nonprofit accounting, business, and financial management, and a proven record of managing grants from multiple sources
- Excellent analytical, problem solving and decision-making skills
- Understanding of the unique aspects of the nonprofit sector including knowledge of nonprofit accounting standards and regulations, fundraising strategies, grant management, compliance with tax-exempt requirements, and understanding the mission-driven nature of nonprofit organizations
- Experience working with the Illinois Department of Commerce and Economic Opportunity (DCEO) a plus
- Excellent interpersonal relationship skills and ability to maintain professional boundaries
- Maintain all aspects of agency confidentiality policy at all times
- Working knowledge of all statutory, regulatory, or other financial requirements of multi-funded grants
- Able to produce high quality work, set priorities and meet deadlines
- Perform all job functions with a high standard of integrity and ethics
- In depth knowledge of financial spreadsheet and data base applications as well as Abila accounting software
- 60-Hour Domestic Violence, Sexual Assault and Substance Use Training Certificate (can be completed after hire)
- Acceptance and respect for diversity of culture, sexual orientation, gender identity or expression, ability, and religious belief

## **Working Conditions**

Standard office environment.

- ❖ Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.