



Chief Financial and Operating Officer Job Description

Reports to: President & CEO

Job Summary:

The Chief Financial and Operating Officer has oversight of all activities related to the organization's financials, human resources, donor data, strategic planning, and operations. He/she will ensure the chapter has the necessary operational, accounting, reporting systems, and controls in place to provide timely and auditable financial reports to the President/CEO, the Board of Directors, and the Finance Committee. He/she will also supervise the Director of Finance & Administration.

Responsibilities:

Finance and Administration

- Ensures that strategic plan is kept up-to-date, and that performance is measured across all aspects of the plan.
- Works with the Director of Finance & Administration to ensure all financial information is accurately developed, analyzed, recorded, and reported on a monthly basis.
- Reviews GL transactions and all accounting reports for accuracy (e.g. balance sheet, revenue, and expense reports.)
- Oversees all payables and receivables.
- Oversees all vendor contracts.
- Oversees payroll.
- Audits income and expense accounts and bank deposits, ensuring proper documentation, and account coding.
- Manages and maintains relationship with the chapter's outside investment firms.
- Establishes budgetary reporting and monitoring procedures that meet the management needs of the President/CEO, department managers, and the oversight responsibilities of the Board of Directors and the Finance Committee.
- Oversees all annual audits (both finance and compliance) ensuring that outside auditors have access to all necessary information and records.
- Works with the Development team to provide information on donations, grants, unusual situations, etc.
- Oversees the recording of donations and tax reporting.
- Prepares and/or ensures the generation of monthly corporate financial statements; necessary foundation, local, state, and federal tax filings, and other corporate reports and requests from outside agencies, as required.
- Ensures all operating, payroll, savings and investment accounts, including deposits, disbursements and balances are properly maintained.
- Prepares monthly cash projection reports and timely cash flow and cash balance reports to the President/CEO, senior leadership team, the Board of Directors, and the Finance Committee as required.

- Monitors daily cash balances in operating, savings, and investment/bank accounts to cover obligations and maximize interest/investment earnings.
- Ensures that all internal controls are implemented and periodically test to ensure compliance.

Board of Directors Finance Committee

- Acts as primary staff contact for the Finance Committee.
- Coordinates with the chapter finance staff to prepare and present at regular meetings.
- Communicates with all investment advisors on a regular basis to ensure that the organization's investment policies are being followed and that decisions are in line with the investment policy.
- Ensures board administration is managed to ensure board policies are adhered to.

Human Resources

- Ensures staff goals are tied to the strategic plan and included in performance reviews.
- Manages all human resources and the development and implementation of policies and procedures.
- Oversees onboarding of new employees.
- Oversees the organization's benefits program and assures compliance with all applicable legal requirements.
- Reviews the benefits program, human resources policies, regulations, and operating procedures on a regular basis. Recommends changes to the President/CEO and Board of Directors when necessary.
- Updates the Employee Manual annually.
- When new positions are established, or responsibilities for a position change significantly, works with supervisor(s) to establish job specifications and create appropriate job descriptions.
- Reviews industry salary and benefits data and recommends competitive levels annually as part of the budget process and whenever otherwise necessary.
- Maintains personnel files for employees including performance reviews, tax forms, insurance records, etc.
- Engages employees to gather feedback through a variety of means. Seeks ways to maintain alignment of the organization's culture with organizational values.

Facilities & Operations

- Oversees all office management functions.
- Establishes policies and procedures for the acquisition and maintenance of equipment and the appropriate use of supplies.
- Ensures that all organizational SOP's are current and meet all legal and national standards.
- Periodically evaluates technology to maximize efficiency and effectiveness.
- Responsible for managing the organization's business insurance program to protect against potential liability, including: general and umbrella liability coverage, property, workers' compensation and employee benefit insurance.
- Assures that working conditions maximize the safety of all employees and are in compliance with applicable laws and regulations.
- Works with IT consultants to optimize IT infrastructure to make chapter as efficient as possible.

- Negotiates all purchases/contracts for hardware, software, and/or telecommunications equipment/service.
- Serves as the primary contact for IT technical consultants and as the project manager for any/all changes to technical infrastructure (including hardware, software, and/or telecommunications).
- Serves as the primary liaison with building management company and ensures smooth day-to-day operations.
- Manages any facility relocations and oversees all bidding, financing, and construction services needed.

Leadership

- Represents Make-A-Wish in the community.
- Serves as a member of the organization's senior leadership team.

Qualifications:

- Bachelor's Degree in Accounting or Finance; Certified Public Accountant (CPA) preferred.
- Minimum 5 years' experience as controller with operations responsibilities, nonprofit preferred.
- Thorough knowledge of generally accepted accounting procedures and principles.
- Experience with budget preparation and financial management.
- Strong knowledge of federal tax laws and guidelines for nonprofit organizations highly preferred.
- Ability to manage fiscal and human resources, and to facilitate productive, supportive interaction between and among the various aspects of the organization.
- Ability to implement budgetary controls and human resources policies.
- Ability to effectively learn and utilize computer accounting systems.
- Strong supervisory skills including managing and training personnel.
- Excellent written and verbal communication skills to clearly communicate with all employees, interns, volunteers and donors, the Board of Directors, CEO, and other senior executives.
- Must have strong English language skills (Spanish language skills a plus.)
- Strong analytical skills including reading, writing, and mathematical skills.
- Effectively and appropriately interfaces with employees, donors, interns, and volunteers.
Excellent interpersonal skills and the ability to handle conflict in a calm and productive manner.
- Highly professional and able to work successfully with a wide variety of constituents including staff, donors, board members, volunteers, and professional consultants.
- Available to attend events after work hours or over weekends.
- Proficient in Microsoft Office and a knowledge of Blackbaud database management software. (RE/FE) a plus.
- Software conversion experience a plus.

To apply: please send resume and cover letter by October 31st, 2019 to Judy@thompsonsearch.com, the firm who has been retained to conduct this search. Thompson Financial Search, Inc.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.