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**California Human Development**

**Job Description**

**EMPLOYEE NAME:**

**Job Title:** Chief Financial Officer  
**Department/DIVISION:** Fiscal

**Reports To:** Chief Executive Officer  
**FLSA Status:** Exempt

**Location:** Santa Rosa   
**Revised Date:** 03/24/2021

**Summary Description**: The Chief Financial Officer (CFO) is an Officer of the corporation and is a key member of the executive team. The CFO directs and oversees the financial activities of the corporation, including preparing budgets, financial reports, and summaries. The CFO create forecasts in conjunction with the corporate strategic plan. The CFO develops and monitors control systems designed to preserve the company’s assets. The CFO ensures that the corporation is able to meet its financial commitments, manage cash flow in the most efficient way and maximize the risk-adjusted return on investments.

**DUTIES AND RESPONSIBILITIES:**

* ***Reporting* -**  Directs and oversees that the financial reports are prepared in an accurate and timely manner. Responsible for developing the company’s annual budget to ensure that the final product accurately and objectively reflects the real requirements of the business. Presents budget and reports performance to the corporation’s Chief Executive Office and the Board of Directors.
* ***Liquidity*** - Ensures the company is able to meet its financial commitments and manage cash flow in the most efficient way. Carries out the issuing of any debt after conducting an analysis of future capital investment requirements. Manages investments and handle other liquidity-related decisions.
* ***Return on Investment*** - Helps the company earn the highest possible risk-adjusted return on assets and return on equity. This involves financial planning and analysis to forecast future cash flows of the company and then compare the actual results to what was budgeted. Assist in formulating the corporation’s future direction and supporting tactical initiatives. Help analyze opportunities for corporate expansion within the strategic business plan.
* ***Internal Controls*** - Responsible for the ongoing development and monitoring of financial control systems designed to preserve the company’s assets. These controls include automating document control, effective management of cash flow, overhead expenses and provide oversight against fraudulent activities. Builds and maintains tools, frameworks, and dashboards to measure products and practices across all teams with the goal of identifying weaknesses and inspiring improvements.
* ***Compliance*** - Ensures company compliance with financial regulations and standards (IRS, State, GAAP, and government funding reporting requirements). Studies existing and new legislation and enforce adherence to requirements.
* ***Banking*** - Establishes a good working relationship with the banks and financial institutions that have an impact on the company’s ability to finance its operations.
* ***Other duties*** - Key member of the executive team. Helps make the tangible connection between the company’s operations and its financial performance. Plays a leadership role, communicate the financial results of the company to the Board and support the company’s mission, vision, values, and culture.
* Performs other related duties as assigned.

**Supervisory Responsibilities**

Manages employees in the Fiscal department. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Required Skills and Abilities**

* Ability to travel to various locations
* Ability to read, analyze, and interpret the most complex documents.
* Ability to respond effectively to the most sensitive inquiries or complaints.
* Ability to write speeches and articles using original or innovative techniques or style.
* Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or Boards of Directors.
* Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
* Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
* Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
* Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases.
* Ability to deal with a variety of abstract and concrete variables.
* Advanced knowledge of Microsoft Office including, Excel, Word, PowerPoint, Publisher, and Outlook.
* Advanced knowledge of accounting software, such as AccuFund and IBS payroll system.
* Ability to conceptualize outsourcing corporate IT needs.

**Education and/or Experience**

* Fifth year college or university program certificate
* Bachelor’s Degree in Accounting or other related subject
* Five or more years related experience and/or training in non-profit accounting
* Equivalent combination of education and experience
* Five years of supervisory experience

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle
* CPA or CFA preferred

**Physical Requirements**

Regularly*:* Stand; Walk; Sit; Manual dexterity for typing and ; Talk or hear;

Occasionally: Reach with hands and arms; Lift up to 25 pounds

Vision: Close vision (clear vision at 20 inches or less); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus);

**Work Environment**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is* ***at-will****. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_