

JOB DESCRIPTION



Chief Financial Officer (New)

(Job Title)

Exempt (X)	<u>11/20/17 (Rev.)</u>	<u>Director</u>
Non-Exempt ()	Date	Classification Series

General Definition

Under the general direction of the Executive Director and working closely with the Board of Directors, the **Chief Financial Officer** oversees the **Business Services Department**, including budgeting, financial reporting, cost allocations, procurement, accounts payable, contract development and review, **payroll**, facilities management, and IT support. Ensures effective internal controls and provides all fiscal, budgetary, and regulatory information to AKA management, grantee management, independent auditors, and fiscal monitors from multiple agencies. Prepares, reports, and presents accurate and timely financial information to the Executive Director, Board of Directors, and Policy Committee. Maintains financial records for the Agency's accounts and funding streams. **Serves as financial advisor and provides thoughtful leadership and operation support to Program leadership.**

SUPERVISION RECEIVED:

Executive Director

SUPERVISION GIVEN:

Budget Manager, **Payroll Technician, Courier**
Procurement Technician,
IT Specialist, QA Specialist
Facilities Technician

ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. Works with the Executive Director, Department Directors, and Budget Manager for budget preparation and implementation during the program and administrative cycles throughout the fiscal year;

2. Oversees and directs the Program accounting processes and related internal control environment, internal and external reporting, budgeting, and financial compliance activities of the Head Start Program;
3. Serves as financial liaison with all funding sources and independent auditors to ensure compliance with funding sources rules and regulations;
4. Controls personnel and non-personnel budget by means of document review and the examination and analysis of expenditures and the availability of funds;
5. Examines wage analysis data and trends, estimates salary increases, payroll tax rates, and employee benefit costs;
6. Funds payroll, reviews and authorizes requests for transfer of funds, and verifies dispersed funds;
7. Performs all activities necessary to process payroll, including maintain related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management;
8. Processes fiscal year-end reports and reconciles annual W-2 information for accuracy;
9. Works with the Human Resources Department to coordinate payment of employee leaves of absence under FMLA, CFRA, Workers' compensation, or other leaves;
10. Directs the annual budgeting process by working closely with Human Resources Director, and management in analysis of payroll costs (e.g. benefits, personnel) by department /center;
11. Staffs the Finance Sub-Committees of the Policy Committee and Board of Directors, and assists with Policy Committee review of expenditures;
12. Develops monthly and quarterly reports by program and funding stream;
13. Performs funding source analysis and reconciliation, reviews and authorizes documents requiring general ledger adjustments, and forecasts both intermediate and long-term projections of resources and appropriations;
14. Analyzes status of accounts and cash flow to determine if the release of encumbrances can be authorized;
15. Develops allocation methodology for programs and funding sources;
16. Develops and makes recommendations regarding budgets and expenditure plans, including priorities and alternatives, for the Agency as a whole and as related to each Site/Department;
17. Performs analysis in risk assessment on project funding, allocations and ability to meet goals/outcomes given financial health throughout project life cycle;
18. Performs difficult and complex analytical work in the fund management decision-making process;
19. Provides user-friendly financial management reporting tools for accounting applications that can be used for both planning and tracking budgets;
20. Assists other departments with technology issues;
21. Works with automated financial systems to extract data from large databases and generate financial reports; and
22. Provides advice and explains fiscal, budgetary, and technical requirements and possible alternatives to senior management and governing bodies regarding: the management

of funds, the scheduling of expenditures, the monitoring of program budgets, staffing allocations, fiscal policies and procedures, and all Head Start/Federal/State regulations, including maintenance of CACFP: Financial Records and Claim Preparation and submission.

TYPICAL DUTIES:

1. Reviews and audits accounts payable, receivables, payroll, billing, cash receipts and disbursements, and reconciles sub-ledgers to the general ledger to ensure compliance with all grant, funding source, and regulatory requirements, as well as Agency policies and procedures and internal controls;
2. Performs a wide variety of general accounting functions including preparation, review, and approval of journal entries, year-end closing processes/schedules/reports, and all tax filings and regulatory reports, including retirement plan Form 5500, quarterly payroll taxes, and annual IRS Form 990;
3. Ensures that semi-monthly retirement plan deposits (both employee contributions and employer match) are executed in a timely manner;
4. Provides audit coordination and assists auditors, reviewers, and fiscal monitors from the Office of Head Start, funding sources, and multiple other agencies, in addition to the annual financial statement and OMB single audit conducted by an independent CPA firm;
5. Develops and implements departmental SOPs and Agency-wide accounting policies and procedures, manages internal control systems, and makes recommendations to senior management;
6. Directs the preparation of a variety of financial, statistical, and budgetary statements and reports including monthly financial statements, budget modifications, cost and cash flow analyses, and revenue and expenditure projections;
7. Directs, coordinates, and administers the year-end closing process and compilation of fiscal year financial statements and accompanying schedules;
8. Coordinates issues with other departments regarding fiscal matters;
9. Directs the purchasing function including vendor contact and selection, negotiations, bid preparation, and proposal review and award, and audits purchasing activities to ensure legal compliance;
10. Develops and controls all tasks necessary to accomplish the Agency's payroll processing objectives, including relationships with internal and external auditors and state and federal agencies;
11. Analyzes and monitors each center's spending and identifies potential problems and works with management staff on budgeting/spending issues;
12. Calculates the impact of proposed initiatives, expenditures, and/policy changes on the Agency;

13. Develops and reviews all contractual agreements with outside vendors, consultants, and other agencies to ensure appropriate contract language for compliance and to minimize risk and liability to the Agency;
14. Directs the IT support function for all staff and locations;
15. Coordinates facilities support for all sites, including maintenance, repair, **lease renewals**, and minor renovations; and
16. Performs other related duties as needed or requested.

Minimum Employment Qualifications/Competencies

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Certified Public Accountant (CPA) or at a minimum a Bachelor's degree in Accounting, Finance, Business Management or a related field. Only applicable to staff hired **after 11/7/16**; and

1. Five or more successful years of progressive accounting/supervisory experience as a senior level accounting professional;
2. Non-profit accounting experience with grant funding of \$10 million annually preferred;
3. Knowledge of fund accounting software and computer applications, including but not limited to Excel, Word, Outlook, and PowerPoint;
4. Extensive knowledge of federal, state, and non-governmental grant funding processes;
5. Demonstrated ability to work well with others and in an integrated team environment; and
6. **Must have valid CA driver's license and use of an insured vehicle for interagency travel.**

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Planning, organization, and direction of a Business Services/Fiscal/Accounting Department;
2. Operational characteristics, services, and activities of a comprehensive fiscal program;
3. Principles, techniques, and methods of fund accounting, budgeting, and auditing;
4. Financial requirements and compliance with all guidelines and regulations established by GAAP, applicable OMB Circulars, the Office of Head Start, and the State of California Community Care Licensing, as well as AKA Head Start's Financial Policies and Procedures;

5. Program expenditure analysis and revenue forecasting principles and practices;
6. Financial and statistical analysis techniques and principles;
7. Computer information systems, operations and capabilities, and their applications to accounting;
8. Budget development, cost principles, and financial management;
9. Record retention requirements;
10. Principles and practices of administration, supervision, and training; and
11. Interpersonal skills and use of tact, patience, and courtesy.

Ability to:

1. Plan, organize, and administer the activities and operations of the Business Services Department and coordinate fiscal activities with other Agency departments;
2. Liaise and coordinate fiscal activities with funding sources, school districts, and other outside agencies;
3. Establish and maintain effective working relationships with other Departments/Center staff, other agencies, and organizations;
4. Maintain the fiscal integrity and solvency of the Agency;
5. Assure programs are operating within the appropriate fiscal parameters and remain in compliance with the appropriate federal, state, and Head Start regulations;
6. Prepare and monitor the budget and subsequent modifications, if applicable;
7. Apply, interpret, and implement accounting principles and practices to a variety of complex fiscal reports, financial statements, and schedules;
8. Use a computer-based accounting system and generate financial statements and reports;
9. Develop and implement fiscal policies and procedures, and department SOPs;
10. Conduct and participate in meetings;
11. Supervise and develop employees: plan, direct, coach, counsel, mentor, train, discipline, and evaluate performance;
12. Manage project deadlines of self and others, including the ability to delegate (effective time management skills);
13. Provide strong leadership and mentoring skills;
14. Prepare clear and concise oral and written reports in English; and
15. Communicate with all levels of staff and management.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Fostering Teamwork: As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn and work together.

Managing Change: The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; to initiate, sponsor, and implement organizational change; to help others to successfully manage organizational change.

Attention to Communication: The ability to ensure that information is appropriately passed on to others who should be kept informed.

Communication Skills (Oral & Written): The ability to take the initiative to communicate accurate, up-to-date plans and information to subordinates, peers, and management; to express thoughts clearly, both verbally and in writing.

Presentation Skills: The ability to express oneself in a clear, concise manner during individual or group situations.

Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Forward-Thinking: The ability to anticipate the implications and consequences of situations, to be prepared for possible contingencies, and to take appropriate action.

Technical Expertise and Management: The ability to demonstrate depth of knowledge and skill in technical areas relating to accounting, purchasing, facilities, and IT support; the ability to use efficient and cost effective approaches to integrate technology into accounting practices and improve program effectiveness.

Initiative: The ability to identify what needs to be done and do it before being asked or before the situation requires it.

Results Orientation: The ability to focus on the desired result of one's own work or that of one's department, to set challenging goals and to focus effort on them, and to meet or exceed the goals.

Thoroughness: The ability to ensure that one's own and others' work and information are complete and accurate; to carefully prepare for meetings and presentations; to follow up with others to ensure that agreements and commitments have been fulfilled.

Integrity and Trust: The ability to be widely trusted and to keep personal information confidential.

PHYSICAL REQUIREMENTS:

1. Good manual dexterity;
2. Ability to sit for extended periods;
3. Excellent vision;
4. Ability to bend, stoop, and lift up to 25 pounds;
5. Excellent speaking and hearing ability; and
6. Ability to input data using a computer terminal keyboard.

Disclaimer: "This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with this position. Nothing in the job description restricts AKA Head Start's right to change, assign, or re-assign duties and responsibilities at any time for any reason."

CERTIFICATION: *I certify that I have reviewed the role expectations of my position and understand the description of my job as outlined above.*

Employee's Printed Name: _____ *Date:* _____

Employee's Signature: _____

BOD Approved: 6/19/17 Rev.; 11/10/17 Revised