

POSITION DESCRIPTION

POSITION: Chief Financial Officer

AGENCY: Kno-Ho-Co-Ashland Community Action Commission
120 North Fourth Street
Coshocton, Ohio 43812

SUPERVISOR: President

STATUS: Exempt

REQUIREMENTS: The CFO provides operational and programmatic support to the organization and supervises the finance office. The CFO reports to the President and directly assists the VP on all strategic and tactical matters as they relate to budget creation and management, cost benefit analysis, forecasting and securing new funding. The CFO is responsible for financial reporting, adherence to GAAP, preparation for and oversight of all audit activities and must possess a commitment to the development of team members, be an effective communicator and a hands-on manager.

TO APPLY: Submit a letter of introduction and a resume detailing experience and education to the attention of Donna Denning, Vice President, at ddenning@knohoco.org.

SPECIFIC DUTIES:

- Review all program financial statements quarterly and prepare any notices of action required.
- Meet with Administrators quarterly and as required to review program income and expense statements.
- Prepare and present financial reports for the Board of Directors and Finance Committee.
- Prepare and facilitate agency and program audits.
- Monitor bank reconciliations monthly.
- Monitor cash flow and determine pay schedule for accounts payable items.
- Assist with the preparation of and review all budgets submitted.
- Review and sign various program financial reports.
- Review contracts and various agency documents.
- Maintain computer system within fiscal department.
- Ensure compliance with all programmatic and financial reporting requirements of funding sources and serve as liaison with their financial departments
- Oversee the preparation for and coordination of all audit activities, ensuring compliance with GAAP
- Develop and maintain internal controls necessary to ensure proper documentation, safeguard assets and oversee awards from federal, state and local sources.
- Provide reports as required and requested.
- Develop all appropriate budgets.
- Facilitate organizational banking relationships
- Support corporate policies and procedures and ensure that all are followed.
- Monitor revenues and expenses as compared to budget monthly, report variances and develop corrective action plans when appropriate.

- Deal and communicate well with others.
- Demonstrate appropriate knowledge, skills and abilities.
- Maintain quality standard of work.
- Exhibit positive, cooperative attitude toward work assignments and co-workers.
- Demonstrate ability to manage multiple projects simultaneously.
- Respond promptly and accurately to inquiries.
- Provide leadership which promotes respect and cooperation.
- Encourage employee growth and development via identification of appropriate training opportunities.
- Maintain inventory records and systems
- Develop and maintain cost allocation plans
- Other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in accounting, business, fiscal management or a related field from a four-year college or university. CPA preferred. Minimum of five years nonprofit CFO experience required. MIP software experience preferred. Working knowledge of Microsoft products required.