

JOB ANNOUNCEMENT

August 3, 2018

We are seeking a **Chief Financial Officer** to provide oversight of all accounting, budgeting, financial and business management activities within the organization. The CFO is responsible for strategic and tactical matters as they relate to budget management, cost benefit analysis and forecasting.

ESSENTIAL JOB RESPONSIBILITIES:

1. Participate in key decisions pertaining to strategic initiatives, the organizational model and operational execution.
2. Oversee cash, investment, credit card and asset management activities as well as banking relationships.
3. Develop and use forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations, business plans and pricing.
4. Ensure compliance with budgets, cash flow and return on investments. Coordinate audits.
5. Oversee payroll and payroll processing, insurance and risk management.
6. Review all contractual obligations that the organization pursues.
7. Coordinate the development and monitoring of budgets.
8. Develop financial business plans as well as short, medium and long-term financial forecasts.
9. Represent the organization to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
10. Remain up to date on audit best practices and state and federal law regarding not-for-profit operations. Develop and administer purchasing policies and procedures as well as travel and entertainment expenses.
11. Oversee the accounting department team to ensure proper maintenance of all accounting systems and functions.
12. Oversee the annual external audit and ensure maintenance of appropriate internal controls, financial procedures and business processes.
13. Oversee finance staff development and utilization as well as staff attendance, training, leaves and absences.
14. Ensure timeliness, accuracy and usefulness of financial and management reporting for federal and state funders, foundations and the Board of Directors.
15. Assist with the preparation and communication of monthly and annual financial statements.
16. Prepare the 990 tax document and ensure legal and regulatory compliance regarding all financial functions
17. Moderate travel is expected (up to 25%).

REQUIRED KNOWLEDGE AND SKILLS:

The successful candidate will possess strong oral and written communication skills. Strong relationship building skills and attention to detail. Ability to effectively communicate with external vendors (banks, insurance companies, CPA), Board of Directors, business partners and all levels of management & staff. Excellent problem-solving skills. Flexible and able to manage in a creative team environment.

MINIMUM EDUCATION AND EXPERIENCE:

MBA, CPA or CMA designation is required. Minimum of five (5) years' experience in financial/business management, accounting or finance as CFO or Comptroller with an organization that had a budget of a \$10M or more. Experienced in working with a not-for-profit organization. Experienced in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of effective financial management strategies. Experienced working with information technology staff to manage finance and accounting software packages. Experience with product and services pricing models and pricing strategies. Significant experience in human resource management including negotiation of related insurance and benefits.

Battelle for Kids offers a competitive salary and benefits package commensurate with experience.
E-mail letter of interest and resume to pcynkar@battelleforkids.org. **No phone calls please.**

