

CHIEF FINANCIAL OFFICER

Department:	Administration
Reports to:	President/CEO
Supervises:	Finance Department Staff
External Contacts:	Auditors, Lending Institutions, Grant and Contract Administrators, Vendors, Governmental Funding Administrators, Private Funding Administrators,
Requirements:	Full Time Executive Exempt position,

Position Summary:

The Chief Financial Officer will be a member of the Executive Team, responsible for management of the Finance Department, strategic financial planning, budgeting, cost monitoring and containment, financial reporting, year-end audits, contract/grant monitoring, risk management and insurance, and special projects.

Core Responsibilities:

1. Oversees accounts payables, accounts receivables, payroll, accounting, and other related finance functions.
2. Prepares all agency budgets in coordination with other staff and appropriate program management.
3. Prepares budget modifications for submission to appropriate funding agencies as necessary, interacts with funding agencies and advocates for budgetary revisions.
4. Prepares monthly financial summary and presents report to the Finance Committee. Designs, establishes and maintains proper accounting procedures to insure accuracy of records and reports.
5. Prepares and submits quarterly financial statements to lending institution if applicable.
6. Prepares all year-end reports including but not limited to: audit reports, Form 990s, New Jersey Charity Reports (CO-8), CPB Reports, Form 1099s, 403(b) audit and other reports as required.
7. Reviews all quarterly and year-end payroll reports, including Federal and State returns, ensuring that employee forms W-2 are accurate.
8. Reviews quarterly expenditure reports for contracts and grants.
9. Reports all significant financial matters to the President/CEO.
10. Attends Board of Trustees meetings and monthly Finance Committee meetings.
11. Monitors monthly expenses, notifies appropriate staff of budgetary overages and collaborates with operations to resolve areas of concern.
12. Projects agency's cash flow needs and facilitates short term financing.
13. Develops and monitors department activities, goals, and objectives pursuant to the agency's Strategic Plan.
14. Supervises Finance Department staff and ensures that time is being utilized efficiently and that workloads are equitable.
15. Oversees and maintains records of agency's restricted accounts in collaboration with the Development Department and Executive Team.
16. Provides supporting documentation for grants and annual reports.

Additional Responsibilities:

1. Represent the organization externally to government agencies, auditors and the general public.
2. Acts in partnership with the Human Resources Department in monitoring, analyzing and expanding the employee benefits package.
3. Performs any other duties deemed necessary by the President/CEO.

Qualifications:

- Bachelor's Degree in Accounting or Finance
- Master's Degree in Finance, Accounting, or Business Administration; or CPA certification
- Minimum 5 years supervisory experience, preferably at a Controller level or above
- 7-10 years experience in financial reporting and budgeting
- 5-10 years in not for profit management
- Thorough knowledge of regulations, policies and procedures which apply to accounting and financing in a not for profit environment
- Knowledge of automated payroll, financial, and accounting systems
- Experience in overseeing grants and contracts
- Ability to interact and collaborate with all levels of employees, managers, and board members and uphold the values of the organization
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position

Please send resume and cover letter to:

aniles@wbgo.org

NO CALLS OR PHONE CALLS PLEASE

WBGO is a not for profit organization. WBGO is an Equal Opportunity Employer. WBGO is committed to maintaining a diverse workforce and actively encourages applications from a broad spectrum of applicants