

CareerSource Pinellas

Essential Functions/Experience/Education/Skills Requirements

Chief Financial Officer

Summary

The CFO provides both operational and programmatic support to the organization; supervises the finance and accounting functions and is the chief financial spokesperson for the agency. Reporting directly to the Chief Executive Officer, the CFO leads strategic and tactical matters as they relate to budget management, cost analysis, auditing, forecasting and the securing of new funding. Works closely with the Board of Directors' Finance committee.

Essential Functions:

- Lead fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets
- Work with the leadership team on the strategic vision including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts
- Participate in developing new business, specifically: assist the CEO and Leadership team in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery
- Create an annual operating budget, working with leaders to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee government and private awards and programs. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance requirements are met
- Prepare annual financial statements in accordance with GAAP and federal, state and other required supplementary schedules and information
- Ensure adequate controls are in place and that substantiating documentation is approved and available so that all purchases/expenditures may pass independent and governmental audits
- Oversee the production of monthly reports including reconciliations with funders and plan requirements, as well as financial statements and cash flow projections for use by Executive management, as well as the BOD Finance Committee
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets
- Develop banking relationships; ensure reconciliation of bank accounts
- Mentor and develop skills of accounting/finance team members

Education/Experience Requirements – an equivalent combination of education and experience may be substituted for specific requirements

- Bachelor’s Degree in Accounting or Finance from an accredited college or university preferred
- Master’s degree in Finance, Accounting or MBA preferred
- Certified Public Accountant designation
- Seven to Ten (7-10) years of hands-on accounting managerial and/or audit experience in non-profit or governmental programs (Workforce Development Programs including Workforce Innovation and Opportunity Act, Welfare Transition Program, and Employment Services preferred)

Skills/Knowledge Requirements

- Expertise in not-for-profit accounting and financial reporting in accordance with Generally Accepted Accounting Principles
- Expertise in accounting and office software, particularly the Microsoft Office Suite and MIP software (or other similar not-for-profit general ledger software); skilled in development and use of databases
- Strong ability to foster business relationships and partnerships
- Excellent written and verbal communication skills
- Demonstrated expertise in planning, directing, supervising and organizing the work of accounting and finance professionals
- Excellent problem-solving and critical thinking skills
- Demonstrated ability to work effectively with a Board of Directors by presenting controversial and complex topics
- Ability to establish and maintain effective and constructive working relationships with internal and external stakeholders
- History of adhering to the highest ethical standards