**Chief Financial Officer Position Details:**

**Position Overview:**

The Chief Financial Officer (CFO) is a critical member of the leadership team. In collaboration with the CEO. The CFO is responsible for all aspects of the financial operations for the agency. The CFO oversees a Smart Start of Forsythe County’s finance and administrative activities. The CFO oversees departments such as HR, accounting, and contracts management and work closely with senior managers to check on project implementation and address underperformance. Reporting directly to the Chief Executive Officer (CFO), the CFO provides accounting, budgetary, operational, and programmatic support to all agency programs and activities. The CFO directly oversees and supervises the financial/accounting staff and other departments as directed by the CEO. The CFO is the primary agency contact for all contractual matters, proposals for new or extended programs, and new business development. The CFO serves as an active member of the leadership team helping to develop and implement the agency’s vision and mission.

The CFO will also engage a Board of Directors committee under the direction of the CEO.

**Responsibilities:**

Leadership, Staff Management, and Organizational Strategy

* In coordination with the Chief Executive Officer and leadership team, play a key role in the overall development, strategic planning, service delivery, and management of the organization across multiple sites and departments. Actively manage the day to day accounting, technology, and financial operations of the agency.
* Develop budgets for the agency, individual programs, and new/proposed/expanded services, including the preparation of budget revisions as needed.
* Prepare, analyze, and present monthly financial reports for the agency, its programs, and activities.
* Report on financial results and issues to the CEO and Board of Directors.
* Oversee and review the preparation of all program financial reporting required for funding sources.
* Manage the Billing, Accounts Receivable, and Accounts payables functions/staff and the integration of billing information from the funders into the accounting system.
* Provide day to day financial management of the Smart Start of Forsyth County organization and external contracts.
* Oversee the agency’s banking activities and actively manage cash flow to ensure it meets agency needs.
* Manage the negotiation and execution of agency contracts with funding sources, vendors, and collaborative service providers.
* Manage accounting control systems and internal audits enduring the accurate and timely production of accounting information and financial reports.
* Monitor changes in legal, regulatory, and administrative environments and implement changes in procedures and needed to maintain compliance while maximizing operational and financial results.
* Manage the agency’s liability insurance program, including ongoing risk analysis.
* Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
* Serve as the agency’s primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
* Coordinate fiscal oversight of Smart Start contract with North Carolina Partnership for Children (NCPC) and sub-contracts with Direct Service Providers (DSP’s) including preparation of initial contract budgets and subsequent budget amendments and/or revisions, tracking and monitoring compliance for contract/sub-contract expenditures, preparation and/or review of monthly and quarterly Financial Status Reports (FSR’s).
* Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
* Create and support a high performing culture in the program department aligned with Smart Start of Forsyth County core values: confidence, discipline, and professionalism. Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating agency vision, implementing yearly staff development plans, and mentoring.
* Establish annual program, departmental, and staff goals and objectives and track results against these goals as well as accountability protocols.
* Participate in the budget development process and maintain a high level of fiscal responsibility.
* Support fund development efforts through the promotion and execution of Smart Start of Forsyth County’s annual fundraising event, proposal writing, and partnering with the CEO to steward funding relationships. Coordinate with the leadership team on developing new program ideas and pilot projects, including integrating successful pilots into the program department. General accounting and financial reporting procedures in accordance with the State of North Carolina OPM Cost Standards, GAAP, and OMB Circulars A-133 and A-122.
* State of NC contract/grant budgeting/reporting procedures and requirements.
* Human Resources related laws, regulations, and practices.
* Payroll reporting and processing of payroll taxes.
* Employee benefits, including the management of health care and retirement plans.
* General office software, particularly Microsoft Office Suite, and accounting software packages.

**Knowledge and Skills**

* Oversee the coordination, integration, and delivery of all programs, contracts, and related services promoting collaborative relationships between program areas and ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.
* Respond to government and foundation requests for proposals and applications in partnership with leadership staff; coordinate planning and activities necessary for the development of model program designs in response to RFPs and RFAs.
* Ensure the delivery of qualitative and quantitative goals and outcomes of programs and services.
* Coordinate and analyze the appropriate data to inform the programmatic and operational decision-making process.
* Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.
* Deepen existing and create new performance and outcome measures for outreach and recruitment, completion rates, employment, retention, college, training, enrollment, completion, and other measures that are core to Smart Start of Forsyth County’s mission.

**Minimum Qualifications and Experience Requirements:**

* Bachelor’s degree (BS) in Accounting from an accredited four-year college or university;
* Four (4) years progressively responsible professional experience in accounting, including experience with general ledger analysis/reconciliation and financial statement preparation and presentation; and exposure to automated accounting systems including general ledger and accounts payable. o *(Professional* experience is defined as full-charge general ledger and financial statement preparation experience and does NOT include experience that is clerical or paraprofessional in nature.)
* Certified Public Accountant (CPA), Certified Management Accountant (CMA) certification or candidate for certification is preferred.
* Passion for Smart Start of Forsyth County’s mission and purpose and an ability to communicate this passion to others.
* Demonstrated experience managing a high-performing team in a multi-site structure to include professional development and mentorship.
* Comprehensive working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising.

**Language Skills:**

* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
* Ability to write reports, business correspondence, and procedure manuals.
* Ability to effectively present information and respond to questions from groups of clients, the board of directors, the staff, and the general public.

**Physical Requirements:**

* Must be able to perform the basic life operational skills of fingering, grasping, talking, hearing, and repetitive motions.
* Must be able to perform sedentary work; exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
* Must possess the visual acuity to prepare and analyze data and information, to perform accounting work, to operate a computer terminal, and to read extensively.

**Work Environment:**

* Individual in this position will be exposed to conditions typical of an office environment.
* Occasional day travel is required for fiscal monitoring visits and training. Overnight travel for training estimated at less than 1%.

**Job Type:** Full-time