



Position Title:

Contract Chief Financial Officer

Exempt/Non-Exempt:

PT Contract

Title this Position Reports to:

Executive Director

Job Summary:

The Contract Chief Financial Officer directs and coordinates administrative, financial, risk management and human relations related operations of the company, including but not limited to: development of financial and operational strategy; metrics tied to that strategy; ongoing development and monitoring of control systems designed to preserve company assets; reporting accurate financial results; and ensuring accounting procedures are in compliance with generally accepted accounting principles (GAAP).

Job Details:

Finance

- Accountable for overall financial leadership including: financial reporting, financial planning & analysis, cash management, payroll, accounts payable and receivables, regulatory compliance, tax filings, internal controls, grant reporting, and overall policies and procedures.
 - Monitors and directs the implementation of strategic financial business plans.
 - Develops sound financial and tax strategies.
 - Manages capital requests and budgeting processes.
 - Develops performance measures that support the organization's strategic direction.
 - Coordinates preparation, development, and establishment of annual organizational operational budget.
- Support the development of Dee Norton strategy through long range financial planning.
- Direct annual budgeting and planning processes for Dee Norton and Next Child Fund (NCF).
- Provide accurate quarterly forecasts to the Leadership Team.
- Monitor the Dee Norton and NCF financial positions, including investments. Establish and monitor financial controls. Direct the monthly, quarterly and annual reporting processes. Oversee the financial audit and ensure coordinated tax filings.
- Oversee purchasing process. Approve Purchase Orders consistent with availability of funding and annual budget.
- Report financial position to the ED, Board Treasurer and Board Finance Committee.

Legal and Human Resources

- Oversees the implementation of Human Resources programs. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Informs Executive Director and assists in investigations when employee complaints or concerns are brought forth.
- Coordinates use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- As requested by the Executive Director, serves as liaison with Human Resources consultants, attorneys, and training specialists.
- Create and/or review all contracts. Ensure adherence to board bylaws and local, state and federal laws and regulations.

Continuous Process Improvement

- Develop and implement a finance strategy to increase internal organizational effectiveness and streamline processes.
- Establish short and long-range goals and for Dee Norton's finance and enlist support from all members of the organization and members of the Board of Directors.
- Provide analytical support to other member's of the organization as needed for the strategy and

long range planning process of Dee Norton.

- Develop, manage and ensure Quality Improvement auditing of finance.
- Identify and track key financial performance indicators.
- Drive analysis including profitability analysis and development of operational and financial performance metrics.

Other Responsibilities

- Act as a member of the executive Leadership Team of Dee Norton.
- Assist in overseeing upkeep and maintenance of facility and IT as needed.
- Embody and lead Dee Norton's Vision, Mission, and Core Values.
- Attend appropriate training workshops and conferences.
- Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety, functioning and management of Dee Norton.
- Attend departmental and organizational meetings.
- Meet any other needs as identified by the ED and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.
- Abide by and meeting all grant requirements and objectives.
- Participate in a minimum of four public awareness programs and/or fund raising events annually on behalf of Dee Norton.

Supervisory Responsibilities

- Develop, motivate, mentor, and evaluate Finance Manager, and Staff Accountant.
- Hire, develop, motivate, mentor, evaluate, and retain staff. Build a department with high morale and an excellent reputation within the organization as an internal customer service department.
- Provide transparency into departmental performance through metric-based performance analysis.

Qualifications/Requirements:

- Working knowledge of fund accounting and solid accounting principles.
- Proven record of experience, high achievement, and success in the fields of Finance and fiscal responsibility.
- Multi-cultural sensitivity; ability to demonstrate a sensitivity and awareness of diversities in people and cultures
- Demonstrated leadership and management ability
- Bachelor's degree from an accredited college/university in accounting, finance, or related field.
- 7 or more years professional experience in management of General Accounting functions or as a Controller within a major company or division of a large corporation.
- Minimum 2 years experience supervising direct reports.
- Hands-on general ledger experience and strong knowledge of GAAP required.
- Demonstrated ability to establish processes to ensure compliance with all regulatory requirements.
- Master's degree, CPA and/or MBA preferred.
- Experience with non-profit finance and grants accounting strongly preferred.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Demonstrated strong problem solving and decision quality, action orientation, client focus, and ability to drive results.
- Proven ability to develop and implement operations and finance policies and procedures.
- Strong organizational skills with a demonstrated ability to manage projects and events from conception through to completion. Ability to manage multiple responsibilities with changing priorities and meet deadlines.
- Strong analytical skills, including business analysis (e.g. modeling, metrics development, cash flow analysis, etc.)
- Demonstrated ability to develop best-in-class financial reporting.
- Demonstrated superior supervisory skills.
- Computer literacy and proficiency with knowledge of Excel, Word, Access, Outlook and PowerPoint necessary.
- Ability to develop and manage budgets and prepare financial reports.
- Ability to professionally handle highly confidential information.
- Demonstrated ability to excel in: interpersonal and intercultural communication skills, written skills, oral communication and public speaking.
- Strong organizational skills with a demonstrated ability to manage projects and events from conception through completion.
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive relationships, and actively contribute to creating a highly cooperative work environment.
- Possess strong leadership and coaching skills
- Desire to continually improve and increase individual and organizational capacity.
- Ability to provide a clear and consistent vision, including aligned goals and objectives to the staff.
- Support, mentor and empower professional growth and development in co-workers, partners and staff through open and direct communication.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at Dee Norton to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.