CHIEF FINANCIAL OFFICER (CFO)

DEFINITION
Under general direction, to plan, organize, and direct the financial planning functions of the Community Action Agency; to oversee and direct accounting, auditing, budget, payroll, risk management, fleet and facilities functions; to represent the Agency with other organizations and government agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS
This is a management class for managing and directing the broad spectrum of financial functions of the Community Action Agency. The incumbent also performs a variety of complex fiscal and analysis assignments.

REPORTS TO
Chief Executive Officer or designee.

CLASSIFICATIONS SUPERVISED
Incumbent provides supervision, direction and training for assigned staff, including, but not limited to, Controller, Accountant series, Account Clerk series, Office Assistant series, Maintenance series and other positions, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES (The following is used as a partial description and is not restrictive as to duties required.)
- Oversees and plans, organizes, manages, and coordinates the financial functions of the Agency;
- Develops, directs, and administers a variety of financial services, including but not limited to budgeting, revenue projections, payroll, tax accounting, general accounting, cash receipt and disbursement, recording of non-cash transactions and contract billing;
- Directs and coordinates the development of financial and office policies, such as accounting standards, accounting controls, work procedures, workload distribution, travel reimbursement, budget forms, fiscal policies and procedures;
- Performs complex financial analysis work;
- Develops and implements financial record keeping methods and procedures;
- Works with Agency management to provide advice and consultation on budget procedures and expenditures;
- Compiles and prepares the annual Agency budget;
- Oversees and assists with balancing journals and ledgers;
- Develops and coordinates the implementation of cost tracking systems, including maintaining information for Grant Mandated expenditure tracking;
- Ensures compliance with strict contract and legal deadlines;
- Keeps abreast of legislative changes and legal issues involving Agency financial management;
- Oversees the development, preparation, and submission of financial statements and reports;
- Provides advice on code and law changes to other staff;
- Oversees financial functions including but not limited to legal document preparation, contract report monitoring, fleet/facility maintenance and public contact procedures;
- Represents the Agency with the public, boards, commissions, and representatives of granting and donor organizations, as delegated.

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS
Work is performed in an office environment; continuous contact with other staff, clients and general public. Travel is often required throughout the areas being served.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:
- Operations, policies, procedures, and legal requirements of the Agency.
- General accounting theory, principles, practices and their application to a variety of accounting transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations of the Agency; including but not limited to GAAP, federal OMB Uniform Guidance, and 403B administration.
- Non-profit agency cost accounting and budgeting.
- Fiscal and program auditing theory, principles, and techniques and their application to Agency financial functions.
- Payroll laws and administration.
MINIMUM QUALIFICATIONS - KNOWLEDGE OF: (CONTINUED)

- Complex Fund Accounting.
- Principles of account classification, budget development and control.
- Computerized financial management systems and payroll systems; knowledge of MIP Fund Accounting software preferred.
- Principles of supervision, training, work evaluation, and management.
- Fleet and Facilities management.
- Long-term disaster recovery, affordable housing development and construction/renovation accounting.
- Landlord/rental operations, including California tenant/landlord law.

ABILITY TO:

- Plan, direct, coordinate, and manage the financial functions of the Agency.
- Perform a variety of complex fund accounting, auditing, and financial transaction work.
- Analyze and evaluate financial, program, and operational information, researching and gathering appropriate information to resolve problems.
- Provide supervision, training, and work evaluation for assigned staff.
- Monitor and update fiscal and operational records.
- Develop objective analyses and recommendations for use by Agency management.
- Oversee the preparation and prepare a variety of financial and audit reports and statements.
- Successfully complete the annual Federal Single Audit, and 403B 5500 audit.
- Gather, organize, analyze, and present a variety of information.
- Conduct effective risk-management functions.
- Effectively represent the Agency with staff, boards and commissions, the public, and representatives of donor and grant agencies.
- Establish and maintain cooperative working relationships, working well with a broad range of personalities and experience levels.
- Maintain and observe all safety precautions and practices.
- Plan effectively and collaboratively for the long-term, while remaining flexible in the short-term to adapt to changing local, national, political and grant conditions.

TRAINING AND EXPERIENCE:

A typical way to obtain the required knowledge and abilities would be:

- B.S. in Business Administration or Accounting.
- Broad and extensive professional work experience in financial analysis work, including experience with non-profit agency financial and including at least two (2) years in a management capacity.
- Education equivalent to successful completion of courses required for a major in accounting at an accredited four (4) year college or university, or successful completion of a professional accounting curriculum which included courses in elementary and advanced accounting, auditing, cost accounting, and business law.
- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

SPECIAL REQUIREMENTS:

- Possession of a valid and appropriate California Driver’s License with a good driving record; eligible for Agency automobile insurance coverage per Guidelines for Drivers of Agency Owned Vehicles.
- Ability to be insured under Agency’s Fidelity Bond.
- Pass a post-offer / pre-employment background check.
- Pass a post-offer / pre-employment drug test.

CERTIFICATION

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

_________________________  __________________________
Signature                                               Date

_________________________
Print Name

Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.