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**POSITION TITLE: CHIEF FINANCIAL OFFICER**

June 2019

REPORTS TO: Executive Director

SUPERVISES: Assistant Fiscal Director

STATUS: Exempt

**SUMMARY:**

The Chief Financial Officer (CFO) is responsible for all financial matters of RRCA. The CFO will report to and work closely with the Chief Executive Officer. In addition they will partner with the senior leadership and the Board of Directors to develop and implement strategies across the organization. The CFO will oversee all financial compliance for a complex array of government (federal and state) contracts and private grants. They must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance staff of four.

**GENERAL RESPONSIBILITIES:**1) Finance

- ❖ Oversee cash flow planning and ensure availability of funds as needed.
- ❖ Oversee cash, investment, and asset management.
- ❖ Oversee financing strategies and activities, as well as banking relationships.
- ❖ Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- ❖ Produces the agency's annual financial report, in final format, according to GAAP and FASB requirements.
- ❖ Provide independent auditors with financial reports and other supporting worksheets or documents necessary to complete the audit and 990 form.

2) Planning, Policy, and Investor Relations

- ❖ Coordinate the development and monitoring of budgets.
- ❖ Develop financial business plans and forecasts.
- ❖ Participate in corporate policy development as a member of the senior management team.
- ❖ Engage the finance committee of the Board of Directors to develop short, medium and long-term financial plans and projections.
- ❖ Represent the company to funding sources and financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- ❖ Meet with all funding source representatives conducting a fiscal monitoring.
- ❖ Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

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3) Accounting and Administration

- ❖ Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise fiscal staff.
- ❖ Ensure maintenance of appropriate internal controls and financial procedures by establishing and implementing policies, procedures, internal controls and standards for the efficient and effective operation of the fiscal department and allow for proper evaluation, control and documentation.
- ❖ Produces and maintains the agency's Accounting Manual.
- ❖ Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and agency Board of Directors; oversee the preparation and communication of monthly and annual financial statements.
- ❖ Ensure legal and regulatory compliance regarding all financial functions.
- ❖ Gathers, interprets and prepares data for studies, reports and recommendations.
- ❖ Analyzes and recommends improvements to existing operating systems of the department.
- ❖ Provides technical assistance to the agency staff in budget preparation, negotiations with contracting sources, accounting and documentation requirements, and federal and state laws, rules and regulations.
- ❖ Consults on fiscal reviews of subrecipient fiscal programs in accordance with contractual requirements.
- ❖ Reviews audited financial reports of subrecipients.
- ❖ Reviews and approves any significant journal entries, requisitions, payment vouchers, accounts payable, payroll, and equipment purchases ensuring adequacy of funds and contact compliance.
- ❖ Accountable for the preparation of reports and correspondence as required.
- ❖ Directs the resolution of problems or emergencies affecting the availability or quality of services.
- ❖ Responds to the most sensitive or complex inquiries or service complaints.  
Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of finance and GAAP (Generally Accepted Accounting Principles) accounting principles and procedures.
- Advanced knowledge of non-profit accounting including fund and grant accounting, compliance and reporting.
- Knowledge of contract/grant program management, including the Office of Management & Budget, Federal Uniform Guidance 2 CFR, Part 200 and other state regulations that provide guidelines for agency contracts.
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- Demonstrated ability with computerized financial applications including spreadsheets and databases.
- Knowledge of modern principles and practices of management and supervision.
- Ability to set priorities and to guide, direct, motivate and evaluate the work of subordinates.
- Proven leadership ability, team management, and interpersonal skills.
- Demonstrated excellent written and oral communication skills.
- Proven analytical and abstract reasoning skills, plus excellent organizational skills.
- Ability to establish and maintain effective working relationships with federal, state and local agencies, the Board, staff and the general public.
- Ability to negotiate complex business and financial agreements.
- Knowledge of residential apartment and school building property management.

**REQUIRED EDUCATION OR EXPERIENCE:**

A minimum of a baccalaureate in accounting, business, fiscal management or a related field, six years of computerized accounting experience in a non-profit, four years of supervisory experience

*OR*

Certified Public Accountant or MBA, four years of computerized accounting experience, and two years of supervisory experience

*PLUS*

experience in a senior financial-management role, partnering with executive staff, preferably in a nonprofit organization with a budget of at least \$10 million

***PREFERENCES***

Knowledge of USDA funding and HUD (Housing & Urban Development) regulations  
Knowledge of computer hardware, software, and networking systems

**REQUIRED CERTIFICATIONS AND LICENSES:**

- Valid driver's license in state of residence
- Proof of automobile insurance at level required in Washington State
- Acceptable completion of a criminal history background
- Acceptable completion of credit check

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.

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- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

❖ ***Denotes Essential Functions***