

Job Description

Enrichment Services Program, Inc.

Job Title: Chief Financial Officer (CFO)

Date: May, 2010

Department: Administration

Classification: Exempt

Job Reports To: Chief Executive Officer (CEO)

Job Summary:

This position serves as Chief Financial Officer to the Chief Executive Officer and acts as the CEO's designee during the absence of the Chief Executive Officer and the Chief Operating Officer. This position performs work at a high executive level and is responsible for managing multi-million dollars in operating revenue and grants. The CFO administers Agency-wide accounting and financial service functions in an efficient manner that will ensure timely reporting of accurate data, processing of financial disbursements, the safeguarding of the Agency's assets, and compliance with all state, federal, local, and funding agency requirements.

The CFO is responsible for directing the fiscal functions of the Agency in accordance with generally accepted accounting principles issued by regulatory and advisory organizations and in accordance with financial management techniques and practices. The incumbent shall direct, plan, oversee and develop extensive strategic fiscal plans, financial programs (debt and investment strategies), federal, state, and local grant administrative programs, internal audit and compliance programs, information technology (administrative and physical security systems), procurement, risk and inventory management programs.

In addition, this position is responsible for providing hands-on leadership to the Agency by working with the CEO and Board of Directors to include the development of diverse revenue streams, long-term contracts, new revenue sources, operational expenses, debt service coverage, capital projects, government mandates and security standards. The CFO approves and authorizes required financial reporting, budget management, accounts payable and receivable transactions. This position also functions as the chief negotiator on all contracts, serves as internal liaison to the Finance Committee, and all other aspects of revenue generation, creation, and management.

Incumbent will provide leadership for the engineering, inventory, and contract administration functions and ensures effective and competitive financial programs, practices, and policies are consistent with governmental guidelines. Also, this position is responsible for establishing strategic goals and programs for the Agency in finance, information technology and directs Agency's efforts in risk management (property and casualty), purchasing, internal and external auditing, and treasury/debt management. The position will report directly to the CEO and will serve as a member of the Executive Team.

Major Responsibilities/Activities:

1. Develops, directs, and maintains an integrated system of financial management for Agency. Develops credibility for the Financial Services department by providing timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the CEO, the Board of Directors, and the Executive Team in performing their responsibilities.
2. Oversees the issuance of all internal and external financial reports, statements, and information regarding the Agency. Ensures that procedures are undertaken to maintain the accuracy and integrity of such filings.
3. Directs the regular review and management of Agency's cash, grants, funds, and assets. Oversees the maintenance of adequate funds through cash and other financial forecasts to meet outstanding and future financial commitments to include payrolls, bills and other claims that have been appropriately authorized, calculated and legally accounted for in a timely and comprehensive manner.
4. Manages the establishment, conductance of and adherence to auditing policies, programs and procedures that enable efficient and complete reviews of Agency's assets and accounting records.
5. Ensures adherence of Agency's financial policy, procedure, and practice to statutory requirements, generally accepted principles of governmental financial administration, accounting, tax and budgeting and the financial actions of the Agency.
6. Acts as representative in dealing with independent CPAs, fiscal agents, and all other financial consultants designated by Agency.

- 7.** Plans and manages the Agency's recording of revenue, collection of accounts receivables, proper recording and timely payment of liabilities, timely and accurate payroll and benefit payments, banking and investment programs, and the financing of capital campaigns.
- 8.** Manages the financial records of the Agency; produce the monthly financial reports and cost analysis and direct the preparation of all financial reports and analyzed data to ensure proper controls; produces financial analyses for Board of Directors and Executive Team, as needed.
- 9.** Manages budgetary, accounting, and reporting requirements for grant restricted funds from state, federal, local, or outside agencies; ensures strict compliance with regulations and documentation requirements; functions as fiscal agent for restricted fund agencies, as appropriate.
- 10.** Provides day-to-day leadership, technical assistance, and administrative responsibility for the Payroll function; ensures proper tax recording and payment, and ensures proper retirement system and benefit plan recording and payment.
- 11.** Plans and manages revisions, enhancements, and implementation of financial system; responsible for the implementation of the financial systems releases and updates including general ledger, accounts receivables and payables, cashiering, payroll, and grant management; ensures that all the functionality and internal controls needed by Agency are incorporated.
- 12.** Formulates, recommends, evaluates, administers, and interprets federal, state, and local regulations as they relate to Agency's financial operations and implement changes, as needed. Coordinates and responds to the Agency's financial audits.
- 13.** Manages the day-to-day operations of the Financial Services department and performs related duties as assigned.
- 14.** Evaluates the Financial Services department structure and team plan for continual improvement of the efficiency and effectiveness of the group and provide individuals with professional and personal growth and development.

15. Serves as an advisor, from the financial perspective, on any contracts into which the Agency may enter. Provides strategic financial input and leadership on decision making issues affecting the organization. Participates in continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.

Financial Planning:

1. Reviews proposals for capital expenditures to insure their conformity with Agency's objectives. Provides advice on the economic credibility of proposals and administers Agency's program for investment of idle cash in accordance with established policy.
2. Reviews all proposed rates, rentals, or other charges prior to their adoption to insure that consideration is given to actual or properly estimated costs and recovery thereof, as well as, to administrative problems related to enforcement.
3. Provides guidance in the negotiations and preparation of contracts, leases, and other documents required to execute business and facility plans. Assures that sufficient levels of return on investment are maintained.
4. Analyzes economic, competitor, and industry related information to ascertain impact on Agency's objectives for the development of future financial plans.
5. Interfaces with government representatives, bankers, and other relevant individuals and organizations in the discussion and development of financial assistance for the achievement of the Agency's endeavors.

Budget Administration:

1. Coordinates and directs the development of the Agency's department budgets. Directs the analysis of past, current, and forecasted costs, expenditures, and the overall financial position of Agency. Consolidates cost projections, as appropriate, to discuss with management for the development of department budgets.
2. Prepares, as Budget Officer, in conjunction with the CEO and department management, the proposed annual operating budgets and capital improvement budgets for the Agency.

Special Projects:

1. Executes and directs specified initiatives relating to the efficient management and administration of Agency's financial resources.
2. Participates in industry-related associations, seminars, and remains current on business, economic, professional, and legal conditions affecting Agency's financial status and programs.
3. Directs the performance of special financial studies and the preparation of reports.

Supervisory Responsibilities

Directly supervises the Financial Services department employees and carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws.

Knowledge & Skills

An experienced leader and financial executive with appropriate industry experience. Must possess considerable knowledge of accounting principles and practices in finance administration. Extensive knowledge and understanding of federal, state, and local fiscal accounting laws, statutes, policies, and regulations a must. Ability to effectively communicate with Board Members, regulators, service providers, employees, attorneys, contractors, and vendors required. Ability to interpret and apply principles of public agency budgeting, cost and revenue projection, and revenue control and contract administration is essential. Ability to use PC and widely used software packages such as spreadsheets (Excel), word processing (MS Word), and Power Point required. Excellent organizational and interpersonal skills including ability to resolve disputes and observe confidentiality is important.

Minimum Requirements:

- Bachelors Degree in Accounting, Finance, or a closely related field and a minimum of three (3) year's experience in governmental or non-profit fund accounting, demonstrating progressively responsible experience in an administrative or managerial capacity.
- Masters Degree preferred.
- Experience in financial administration or accounting
- Equivalent combination of education and experience may be applied.
- Valid driver's license and proof of state-mandated auto insurance required
- Must possess strong problem-solving skills

Essential Mental Functions:

- Strong interpersonal skills and the ability to work harmoniously with persons of different backgrounds and experiences without regard to race, color, religion, national origin, sex, or age.
- Ability to make independent judgments and decisions based on experience and maturity.
- Ability to analyze and interpret complex and detailed information for accuracy
- Ability to interpret and apply federal regulations pertaining to employment and labor practices, equal opportunities and civil rights.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Additional Comments:

Acknowledged by _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.