

## POSITION DESCRIPTION

Title: Chief Financial Officer

Reports To: Chief Executive Officer

### Primary Functions

The Director of Finance works under the supervision of the Executive Director and performs a variety of responsible financial and management duties. Processes and maintains files for the main functions of Accounts Receivables, Accounts Payables, Payroll and Human Resources and prepares reports.

### Essential Duties and Responsibilities

- Oversees the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develops and maintains timely and accurate financial statements and reports
- Ensures that all statutory requirements of the organization are met
- Prepares all supporting financial information for the board meetings and the annual audit and liaise with the Board's Executive Director, the Finance/Audit Committee and the external auditors as necessary
- Reconciles bank and investment accounts
- Reviews monthly results and implements monthly variance reporting
- Manages the cash flow and prepares cash flow forecasts in accordance with policy
- Manages the acquisition of capital assets and ensures that assets are properly recorded, amortized, and disposed of as appropriate
- Oversees all payroll functions to ensure employees are paid in a timely and accurate manner
- Negotiates and manages the employee insurance and benefits plans
- Prepares the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Provides accurate financial records and timely reporting on the financial activity of individual projects
- Acts as a liaison between Center Directors and Key Staff with finances and administrative needs
- Monitors risk management policies and procedures to ensure that program and organizational risks are minimized
- Oversees and supervises the administrative function of the organization including reception, property/facility management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations
- Oversees the management of all leases, contracts and other financial commitments
- Monitors all legislation and regulations relevant to the organization
- Develops and implements policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation

### Skills/Knowledge Required

- B.S. degree in Finance/Accounting (or related field)
- 3 to 5 years of experience with managerial, accounting, payroll, and human resources functions, preferably in a non-profit organization
- Detail oriented with excellent written and oral communication skills

### **Physical Requirements**

- General office

### **Work Environment**

- Office
- Some local travel required; participation in and attendance at events held to promote Child's Path.

### **Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
CEO