

## **JOB DESCRIPTION**

Job Title: Chief Financial Officer

Departments: Administration

Grade: 15

Supervisor's Title: Chief Executive Officer

### **Employment Status:**

Regular

Temporary

Full Time

Part Time

Intern

Co-Op

Regular Hrs. Worked: NA/wk

Exempt  Non-exempt

*A position description is written to describe work to be performed by a fully qualified employee (i.e. an individual who possesses the knowledge, skills & experience required by the position). A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities & skills within a reasonable period of time.*

When was this description last updated? Date: January 2022

### **Purpose and Objective of the Position**

The Chief Financial Officer is responsible for ensuring the fiscal security and provides strategic and operational financial leadership to the CEO and Leadership teams of Marygrove.

### **Essential Duties and Responsibilities of the Position**

- 1) Oversees and coordinates the development and management of the annual budget for Marygrove
- 2) Meets monthly with leadership team to review budget to actual results
- 3) Monitors cash flow and forecasting
- 4) Oversees the preparation of the monthly financial reporting for the Finance Committee
- 5) Oversees all billing and accounts receivable duties,
- 6) Maintains executive responsibility for financial operations, including working capital, capital expenditures, budget and cash management
- 7) Responsible for writing and reporting on all grant budgets
- 8) Oversees the basic bookkeeping duties (e.g. review and approve coding of invoices, maintenance of local records, etc.)
- 9) Coordinates assistance from the Archdiocese Finance Office, particularly the assigned accountant and Controller, for monthly financial reporting and analyses
- 10) Works with external auditors in preparation for, and conducting of, the annual financial audit
- 11) Works with Archdiocese Finance Department and Auditors to complete IRS Form 990 tax returns for the agency and the related foundation,
- 12) Responsible for agency and tax identification documents
- 13) Properly safeguards all internal assets
- 14) Reviews all formal finance processes and procedures annually to determine if they meet internal control requirements and best practices or need updating
- 15) Supports CEO with program and non-program contract review and management,
- 16) Provides strategic and financial direction for short-term and long-term planning
- 17) Responsible for monitoring agency contracts and coordinating with appropriate staff on implementation
- 18) Administers the Risk Management function in conjunction with the Risk Management Office of the Archdiocese
- 19) Coordinates with the CEO and leadership team in strategic planning for financial viability of the agency
- 20) Communicates financial information through presentations to the Board, finance and building and grounds committees and staff
- 21) Provides supervision and management for support services including IT and Payroll

- 22) Helps the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data and applying it to improve practices and outcomes
- 23) Performs all other duties as assigned by the Chief Executive Officer

## **JOB SPECIFICATIONS**

### **Direct Reports** (Positions directly supervised by this position)

Payable and Receivable Accountants, IT Director

### **Working Conditions** (Regularly scheduled evenings / weekends, irregular shifts, on-call duties, travel, etc.)

Following are particular working conditions that are associated with this position:

Office hours 8-4:30

On call for special events, meetings and emergencies

### **Minimum Skills / Qualifications**

BS in Accounting or related field or equivalent experience

5 years related experience and/or training in broad finance and general (nonprofit) operations

Demonstrable passion for the mission of Marygrove

Prior supervisory experience

Must be able to interact with all levels of staff as well as the Archdiocese of St. Louis

Strong leadership skills

Requires sensitivity to cultural diversity of clients and employees

### **Required Certifications/Training**

Safe Environment Program – Archdiocese of St. Louis

### **Language Skills**

Excellent oral and written communication skills

Ability to read, analyze and interpret common technical journals, financial reports, and legal documents.

Ability to respond to common inquiries, or complaints from funders, regulatory agencies, or members of the business community

Ability to effectively present information to top management, public groups, and/or boards of directors

### **Mathematical Skills**

Deep understanding of , and experience with, financial audits

Ability to add, subtract, multiply, and divide units of measure, using whole numbers, common fractions, and decimals

Ability to compute ratios, and percent

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Knowledge of current financial and accounting computer applications and principles

### **Reasoning Ability**

Consultative approach in working with departments to improve

Ability to define problems, collect data, establish facts, and draw conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Physical / Mental Demands**

Individuals in the position must meet and maintain the physical and mental ability, with or without accommodation, to;

Regularly required to talk or hear.

Frequently required to walk; use hands to finger, handle, or feel; and reach with hands and arms.

Occasionally required to stand, sit, and climb or balance.

Occasionally required to lift and or/move more up to 30 pounds

Specific vision abilities required by this job include close vision.