

POSITION:	CHIEF FINANCIAL OFFICER
GROUP:	Executive Team
SUPERVISOR:	President: Dr. Cheryl Polk
JOB STATUS:	Exempt; Salaried; Full Benefits
HOURS:	Full Time, 100% FTE (40 hours/week)

SUMMARY DESCRIPTION:

Under general supervision of the President, the Chief Financial Officer acts as the chief financial spokesperson of the organization. As a member of the executive team, the individual in this role will plan, direct, and control all fiscal activities, develop budgets and forecasts, oversee financial audits, prepare financial reports, serve as a member of the executive team, supervise staff, and perform related work as required. The CFO will be passionate about education and making a difference in the lives of children and families. This position requires discretion and judgment.

ESSENTIAL FUNCTIONS/DUTIES:

1. Oversee the management and coordination of all fiscal reporting activities for the organization including: internal and external financial reports, reports to funding agencies and donors, development and monitoring of budgets.
2. Oversee the Business Development department including sales, fund development and product services
3. Establish financial operating strategies, goals, objectives, and policies by evaluating trends; collaborating with colleagues to determine production, customer-service strategies, establishing critical measurements, developing systems; resolving problems; and implementing changes.
4. Maintain and enhance compliance with system(s) of internal control and antifraud policies by recommending changes to ensure transactions are controlled, executed, and documented properly. Oversee the coordination and activities of independent auditors.
5. Facilitate filing corporate tax returns, payment of other taxes, licensing requirements.
6. Work with the Executive Management Team on overall corporate goals and direction.
7. Supervise accounting, press, development, and facilities staff.
8. Serve as the financial liaison with the Board Finance Committee, and Executive Committee. Serve as liaison with Investment Manager, banking relationships, insurance providers.
9. Be passionate about the HighScope mission, whole-heartedly support our core values, contribute to the team, inspire and encourage others.
10. Perform other work-related duties as assigned.

JOB QUALIFICATIONS:Education/Experience:

- Bachelor's degree in Accounting or Finance, C.P.A. preferred, M.B.A. highly desired.
- Minimum of 7-10 years of experience in financial leadership roles.
- Experience in non-profit accounting, government reporting, and grants/contracts management

Knowledge, Skills, Abilities:

- Outstanding financial analytical skills; strong problem solving, planning, organizational, and project management skills; relentless attention to detail and accuracy.
- Experience supervising key financial areas, e.g. financial accounting, budgeting, audits, grant management, financial statement preparation, and internal controls.
- Ability to work collaboratively and build positive working relationships across the Foundation and contribute constructively to teams and projects.
- Solution-oriented with ability to prioritize tasks, incorporate user feedback, multi-task, follow-up, and set and meet deadlines. Ability to both self-start and take direction.
- Proven ability to adhere to corporate and accounting procedures, guidelines and standards. Extensive knowledge of GAAP.
- Ability to recognize opportunities for process improvement, propose and implement solutions.
- Demonstrated ability make presentations, to communicate clearly, both verbally and in writing, to multiple constituencies, including: staff across all levels of the organization, Board of Directors, funders, vendors, and others.
- Strong ability to interact with all in a professional, courteous, culturally sensitive, and tactful manner.
- Strategic thinker with the ability to consider a range of factors and provide a fresh perspective when solving problems or making decisions.
- Demonstrated ability to protect information of a sensitive and confidential nature.
- Excellent computer skills including experience in accounting software (Great Plains desirable), spreadsheets, database applications, Outlook, PowerPoint and Word.

Other Qualifications/Requirements (i.e. Licenses/Certifications, Travel, Lifting, etc.):

- Reliable transportation with valid driver's license or valid driver's license for travel with company vehicles if needed.
- Physical actions performed frequently: typing, writing, sitting, walking, reading (written materials and computer screens), conversing/listening, repetitive hand motions, climbing stairs, telephoning.
- Daytime or overnight travel as needed or assigned.

DISCLAIMER - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.