



Chief Financial Officer (CFO) *Job Description*

Job Classification: Exempt, Full-time

Work Schedule: As negotiated

Reporting Relationship: President and CEO

Primary Accountabilities:

The primary function of the Chief Financial Officer is to support the mission, vision and values of Capper Foundation. The Chief Financial Officer impacts overall organizational services, financial resources and administration of Capper as measured by the accomplishment of strategic, fiscal and operational objectives.

Major Duties:

- Serves as a member of the Executive Team in developing strategic and operational plans and monitoring all programs relative to plans and goals. Participates in Executive Team discussions, provides information and input to President & CEO on organizational issues and supports the organization and all of its activities.
- Provides managerial assistance to the President & CEO related to administrative and financial matters as requested.
- Directs financial operations in accordance with generally accepted accounting principles for the corporations, Capper Foundation, Capper Community Living I, Inc. and Capper Community Living II, Inc.
- Manages the timely preparation of monthly, quarterly and annual financial reports reflecting the services and activities of the organization.
- Prepares annual operating and strategic plan budgets and maintains related historical data.
- Coordinates preparation for annual audits to ensure timely and efficient completion.
- Exercises overall authority for purchases, requisitions, statements, billings, submission of claims and government grants.
- Manages financial and compliance requirements of Housing & Urban Development projects.
- Manages financial requirements of state and federal grants and the preparation of IRS Form 5500's, workers compensation and various legally required reports.
- Acts as Capper liaison with various federal, state and local agencies and maintains cooperative agreements with them as needed. Manages corporate insurance policies.
- Serves as staff liaison to the Audit Committee and Fiscal Committee of the Board of Trustees and to the CCL1 and CCL2 Board of Directors.
- Prepares special reports and financial analyses as requested by the President & CEO and/or the Board of Trustees, and for organizational grant proposals.
- Serves as Secretary of the Corporation, upon annual election by the Board of Trustees.

Position Requirements:

- Bachelor Degree (or equivalent) in Accounting. Master's Degree preferred.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred.
- Minimum of seven years of financial accounting and management experience.
- A high degree of analytical, organizational, problem solving and decision making abilities.
- Strong interpersonal, organizational, written and verbal communication skills.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.
- Ability to work in a fast-paced, high energy environment.
- Self-starter who is challenged by high expectations and significant responsibility and able to exercise his/her authority independently to effectively accomplish goals and objectives.
- Innovative and creative thinker who generates new ideas to accomplish organization objectives.
- Must possess integrity, ethics and values appropriate to a non-profit operating environment.
- Extensive use of Microsoft Office products (Word, Excel and Outlook) and financial accounting, payroll and human resources data management applications.
- Read, write and speak fluent English.
- Pass background checks and drug test per Capper procedures.

Physical Demands:

- Regularly required to speak and hear, sit, stand, walk, reach and use hands.
- Ability to read computer screens for an extended period of time.
- Ability to lift up to thirty (30) pounds.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date