

Safe Alliance Job Description

Job Title: Chief Finance Officer
FLSA Status: Exempt

JOB PURPOSE
The Chief Finance Officer supports the agency mission of providing hope and healing to those impacted by domestic violence and sexual assault by leading finance operations for Safe Alliance. The Chief Finance Officer manages the internal finance department as well as the relationship with our fractional/outsourced finance service provider. Performance indicators include the following: (1) Effectively managing and optimizing the day-to-day financial processes, (2) projecting and allocating sufficient funding for on-going operational, capital, and reserves requirements, (3) Working with the Director of Grant Administration and Finance to ensure government and foundation grant funds are expended as defined, (4) maintaining a highly effective culture of team work and outstanding customer service.

REPORTING RELATIONSHIPS		
Reports To	President & CEO	
Supervises	Director of Grant Administration and Finance; Fractional/Outsourced Service Provider	
RESPONSIBILITIES / ACCOUNTABILITIES		
Responsibility/ Accountability Categories	Key Activities Outcomes / Exceptional Performance	% of Time (Sums to 100%)
Budget and Finance	• Prepare, monitor, and manage the annual budget so that resources are devoted to top priorities and strategic objectives. • Serve as chief liaison to the board Finance Committee working in close conjunction with the Board Treasurer. Monthly duties include scheduling meetings, preparation/distribution of meeting packets and ensuring recording of each meeting via minutes. The Chief Finance Officer will work in partnership with external accounting vendor incorporating reconciled financials, explanations for variances, and forecast projections. • Lead the agency audit and single audit processes in conjunction with external vendors. • Manage the agency's capital budget working with executive and program leadership and the Finance Committee. This will include scheduling/leading quarterly meetings with program staff to update the capital budget. • Develop longer-term forecasting processes and identify and monitor internal and external factors that may impact longer-term budgets. • Ensure that all finance-related licenses and registrations are completed and submitted annually. • Work with outsourced accountants to ensure that New Market Tax Credit calculations/transactions are recorded properly.	

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RESPONSIBILITIES / ACCOUNTABILITIES		
Responsibility/ Accountability Categories	Key Activities	% of Time (Sums to 100%)
	Outcomes / Exceptional Performance	
	Maintain federally funded annual inventory and fixed asset Schedule.	
Grants Management	- Supervise the fractional service provider as well as the Director of Grant Administration and Finance, ensuring office coverage and deadline management. - Have a thorough understanding of all Grants Management processes to support Director of Grant Administration and Finance and fill in during any absences, particularly in regard to all payroll processes. - Work with Director of Grant Administration and Finance to prepare budget and financial documents for grant applications including budget narratives. - Work with Director of Grant Administration and Finance to monitor grant usage and ensure grants are expended in compliance with funding restrictions. - Monthly work with Director of Grant Administration and Finance to monitor, analyze and forecast grant utilization and make adjustments to grant allocations/budgets using Grant Spend	
Financial Policies & Procedures	- Develop and maintain financial policies and procedures. Ensure that these are followed resulting in close alignment with agency Vision and Mission and funder requirements. - Institute procedures and practices that increase efficiencies and financial controls. - Identify significant business, financial, operating risks and financial irregularities and communicate information to other executive leadership.	
Stewardship	- Support agency mission by participating personally in Admin team, Strategy Team, Leadership Team and Board Meetings and ensuring staff involvement in agency and community meetings and committees. - Promote and maintain professional relationships with agency staff, volunteers, and community partners.	
Professional Development	- Maintain professional licensing/certification as applicable, staying informed about traumas, victimization, and other priority issues for the agency. - Maintain and develop skills and knowledge by attending training and staying informed of trends affecting job related duties and issues facing the agency/clients.	
Administration / Other	Other duties as assigned.	

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CORE COMPETENCIES

Employee must demonstrate the following competencies at all times.

It is expected that all executive level staff will also demonstrate the position competencies of their direct reports.

Agency Competencies

1. Cultural Competence – cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, challenges bias and intolerance; understands oppressions that many clients face in the community; ability to apply self-awareness and self-regulation to manage the influence of personal biases and values
2. Communication/Collaboration – uses effective oral and written communication to clearly convey and receive information and ideas in an engaging manner; demonstrates good listening skills, and invites response and feedback in order to build constructive working relationships with clients, volunteers, other work units and community organizations to meet mutual goals and objectives
3. Continual Learning/Professional Development – participates in continuing education, training and professional conferences focused on best practices to acquire and/or maintain the technical/professional expertise required to do the job effectively, resulting in the most positive client solutions
4. Quality Work Standards – motivated to achieve; sets high standards and well-defined, realistic goals for one's self; displays a high level of effort and commitment towards completing assignments in a timely manner with care and thoroughness, checking work for completeness and accuracy
5. Resiliency – maintains effective performance in stressful environments or when confronted with difficult situations; evaluates conditions to ensure one's own safety and the safety of others; identify and rely upon self-care strategies at home and/or work in order to handle stress in a manner that is acceptable to others and the organization

Position Competencies

1. Action Oriented / Planning and Organizing
2. Guiding and Developing Staff
3. Initiative
4. Innovation
5. Visionary Leadership

POSITION REQUIREMENTS

- Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, twist, carry, push, pull or otherwise move objects, including the human body.
- The worker is required to have the ability for close vision, distance vision, color vision, depth perception, and ability to adjust focus to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection), to determine accuracy and thoroughness of work assignment.
- Position requires ability to reach, stand, crouch, walk, finger, grasp, sit, twist, talk, hear, and perform repeated motions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work hours are typically Monday-Friday between 8:00am to 6:00pm.
- Employee must have access to transportation that allows them to meet all job requirements in a timely fashion.

MINIMUM REQUIREMENTS

Education	Bachelor's degree w/ Business, Accounting or Finance.
Experience	A minimum of 5 years' experience managing / leading budgeting, and the finance function in nonprofits receiving substantial government and foundation grants funding. Evidence of both breadth and depth is essential.
Certifications	
Knowledge and Skills	Thorough, current knowledge of non-profit accounting principles. A high degree of skill utilizing Accounting systems and the Microsoft Suite of Office tools.

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PREFERENCES
Certified Public Accountant
Master's Degree in Public Administration or Business or equivalent experience
Accomplishment supervising systems change and process improvement
Experience using Financial Management Systems and accounting softwares

Employee Acknowledgement:

I have read this job description and fully understand the requirements an am able to perform all duties, including but not limited to the essential functions set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Safe Alliance.

Employee Signature	Date
Printed Name	