

Chief Financial Officer

Classification: Salaried, Exempt

Reports to: Executive Director

Purpose of Position: The individual in this position is under the direction of the Executive Director. The Chief Financial Officer will provide leadership, financial oversight, and direction to ensure the overall fiscal responsibility and financial well-being of the organization. The CFO will be an essential part of the senior management team, and will be responsible for all accounting functions, budgets, financial expenditures and risk management, have a clear understanding of fund accounting, audit performance, financial statements and reporting.

ESSENTIAL FUNCTIONS:

- Maintains and monitors financial revenues and expenditures according to established policies and generally accepted accounting procedures and practices.
- Develops budget estimates and justifications; making sure that funds are used in accordance with the operating budget.
- Establishes and maintains effective internal controls over financial transactions.
- Assists in developing and implementing written procedures and policies.
- Develops and maintains relationships with banking, insurance, and non-organizational accounting personnel in order to facilitate financial activities.
- Prepares financial statements and other reports as requested.
- Participates in meetings, conferences, and training as assigned.
- Directs insurance negotiations, select insurance brokers and carriers and place insurance, including SAIF Corporation.
- Receives payments and deposit of funds, including monthly reconciliation of bank.
- Monitoring of all of agency accounts. Develop internal control policies, guidelines, and procedures for activities such as budget administrations, cash and credit management and accounting. Responsible for all year-end adjustments to keep accounts in order.
- Supervises administrative employees performing financial reporting, accounting, billing, customer service, collections, payroll, and other duties as assigned.
- Responsible for fiscal year-end audit and maintaining relationship with auditors.
- Authorizes purchases. Ensure timely payment of all accounts payable. Review all accounts payable before payment. Receive and record requests for disbursements, authorize disbursements in accordance with policies and procedures.
- Works with organizational managers to ensure that agency financial transactions, personnel procedures and other related business functions are consistent with State, Federal, and agency regulations, rules, and laws.

OTHER DUTIES:

- Assumes decision making responsibilities in the absence of the Executive Director and other managers.
- Maintains confidentiality of written and verbal information pertaining to Step Forward.
- Provides staff training and orientation regarding personnel and payroll issues.
- Establishes and maintains client financial files for State of Oregon.
- Provides direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- On call duties.

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REQUIRED ABILITIES AND CONDUCT:

- Demonstrates skill in financial management, fund accounting and business operations including payroll and personnel issues.
- Works cohesively with managers, Executive Director, and Board of Directors.
- Communicates effectively both in verbal and written form.
- Ability to manage multiple work tasks and complete assignments within designated time lines.
- Experience with computer and accounting systems.
- Ability to work harmoniously with others in providing a team work approach to Step Forward Activities, Inc.
- Knowledge of the English language sufficient to read, write, speak, and otherwise interact with clients and co-workers and to perform the duties of the job as described herein and complete documentation as required by State and Federal laws and regulations.

QUALIFICATIONS:

- Bachelor's degree in accounting and accounting principles or equivalent in work experience.
- Over 18 years of age
- Possess a valid Oregon driver license
- Pass a criminal history background check.