



## JOB DESCRIPTION

### JOB TITLE: CHIEF FINANCIAL OFFICER

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Exempt (Y/N): Y

Supervisor: Executive Director

Department: Administration

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### GENERAL DESCRIPTION

Under the general supervision of the Executive Director, the Chief Financial Officer is responsible for the operation and control of administrative procedures for accounting, payroll, property control, and procurement. The Chief Financial Officer acts as a financial advisor to the Executive Director on all matters relating to the organization's finances. He/She is responsible for and directly supervises all personnel assigned to him/her.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operation and control of an effective accounting system (MIP software used).
- Operation and control of an effective budgetary control system including budget preparation and budget status reporting.
- Operation and control of an effective financial reporting system which provides the basis for issuance of timely and accurate financial statements.
- Operation and control of an effective payroll system.
- Operation and control of an effective property control system.
- Operation and control of an effective procurement system.
- Prepare and maintain a documented operating procedure manual for all accounting, payroll, property control, and procurement functions.
- Control the preparation of forms, reports, and other documents necessary for compliance with local, state, and federal regulatory requirements related to grants received by the organization.
- Complete special financial analysis work and other administrative duties as are from time to time requested by the Executive Director.
- Interview and hire accounting personnel, subject to the final approval of the Executive Director.
- Operate training programs designed to familiarize accounting personnel with administrative procedures and to increase their technical competence.
- Conduct the employee evaluation program as it effects personnel under his/her supervision.
- Prepare budgetary and financial reports for internal use and those required by the funding source.
- Interpret financial and budgetary information.
- Review and approve purchase requisitions.

- Maintain the records controlling non-expendable personal property.
- Maintain the inventory and submit any required reports on inventory as state and federal funding sources require.
- Reconcile and submit payments for employee retirement program.
- Review and maintain necessary insurance (i.e., property, liability, worker's comp, vehicle) pertinent to the agency operations and as required by funding sources.
- Obtain and recertify CPR/First Aid
- Obtain and recertify food handlers card.
- Meet program standards.
- Perform any other assigned tasks relevant to the effective operation of the program.

## AGENCY REQUIREMENTS

- Must be willing to travel and have a valid Texas driver's license and be insured by the agency's insurance company.
- Must meet all state licensing requirements. Must pass a background and fingerprint check.
- Professionally represent Tri-County Community Action, Inc. in all situations
- Maintain confidentiality of all information
- Maintain building security
- Assist with the safety and supervision of EHS/HS children
- Appearance: Maintain a professional appearance and hygiene
- Reliability: Dependable in carrying out responsibilities
- Safety: Proper and safe use of all equipment
- Punctuality: Adheres to scheduled work hours
- Compliance: Follows agency regulations and policies

## EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Accounting, Business, Fiscal Management, or a related field.
- Administration Experience: At least three years' experience preferred.
- Must have a valid Texas driver's license and automobile insurance with the employee's name in order to be insurable by the agency's insurance company.

## REQUIRED SKILLS / ABILITIES

Language Skills: Required to read, write, communicate, and comprehend documentation in English.

Reasoning Ability: Problem-solving and independent work.

Mathematical Skills: Basic math and financial skills, use of calculator and/or Excel.

Physical Demands: Ability to lift 25 lbs., sit for long periods.

Other Skills/Abilities: MS Office proficiency, organizational skills, capable of learning new tasks and software.

## PERSONAL QUALITIES

The ideal candidate must maintain confidentiality, be transparent in all business matters, maintain a professional appearance, work in a team environment, and communicate information in a way that is understandable to others. They must be dependable, organized, and able to work independently while managing time and tasks effectively. They must be acceptable to others' lifestyles, philosophies, and status without making value judgments.

## SUPERVISORY DUTIES

Accountants

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

## DISCLAIMER STATEMENT

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to financial constraints of TCCA, your position is subject to immediate termination.

## EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_