**Job Title:** Chief Finance Officer (CFO)

**Location:** Orlando or Fort Lauderdale FL

**Position Number: CFO**

**Grit Government Solutions** is looking for a qualified Chief Finance Officer (CFO) to work at our customers’ offices in Orlando or Fort Lauderdale, FL.

**JOB SUMMARY:**

Under the direction of the Chief Executive Officer, the Chief Finance Officer oversees the overall administration of budgeting, investments, audits, grant compliance, facilities and building operations, food services, procurement, fixed assets, IT, and other business and financial functions of a nonprofit organization. This role also delivers strategic, organizational, and administrative leadership to support the corporation's objectives.

**KEY RESPONSIBILITIES:**

**1. Financial Management**

* Direct all financial operations, including accounting, budgeting, payroll, auditing, accounts payable/receivable, and facilities management.
* Ensure financial transactions adhere to GAAP standards, utilize internal controls to safeguard assets, and manage the monthly financial close process, including budget comparisons and trend analyses.
* Oversee compliance with grantors, donors, and government agencies by maintaining an accounting system that tracks, reconciles, and reports on programs, ensuring accurate billing and documentation.
* Prepare and submit financial reports for the Board of Directors, Committees, International, and mandated local, state, and federal agencies.
* Conduct cash flow planning, business forecasting, and cost analysis to identify savings and manage expenses.
* Develop and enforce financial management policies in line with organizational, maintaining compliance with all relevant regulations and ethical standards.

**2. Strategic Planning**

* Partner with the CEO and Board of Directors to shape and update the strategic plan, ensuring alignment with the organization's mission and vision.
* Advise on financial policy, strategies, and goals to facilitate the achievement of long-term objectives.
* Prepare, monitor, and coordinate the annual operating and capital budgets, providing analysis and forecasting.
* Contribute to setting organizational goals, policies, and strategies for future growth.

**3. Facilities Management**

* Manage the Request for Proposal (RFP) process in collaboration with the RFP Committee.
* Review legal contracts with vendors and grantors, and oversee facilities operations, including IT, housekeeping, maintenance, and transportation.
* Lead the annual review of the emergency preparedness plan and ensure compliance with licensing, regulations, and site visits from official entities (e.g., fire code, health and safety).

**4. Organizational Leadership**

* Serve as the primary liaison with auditors, legal counsel, and regulatory bodies.
* Update policies related to internal communications, financial processes, and risk management.
* Provide expert advice on regulations and assess the impact of new legislation or programs.
* Monitor staff competencies in finance and facilities, offering guidance for career development and promoting equitable treatment.
* Oversee the annual review and update of organizational policies and procedures, ensuring timely distribution to staff.

**EDUCATION:**

* Bachelor’s degree in finance, Accounting, or closely related financial degree required. Master’s degree in accounting, Finance, or Business/Non-Profit/Public Administration, preferred.
* Current Certified Public Accountant (CPA) License required.

**EXPERIENCE:**

Minimum of five (5) years accounting experience in a controller position or higher, in addition to a minimum of five (5) years of supervisory experience. A firm grasp of Federal, State, and local funding streams, restrictions, and how to integrate new funding and programming to maximize grant utilization while complying with funding regulations and professional experience in finance, accounting, budgeting, and cost control principles, with a strong grasp of GAAP (Generally Accepted Accounting Principles)

**SCHEDULE:**

* Working flexible hours as required to meet agency needs that may take place outside of regular Monday-Friday business hours; this may include evenings, weekends, and early mornings.

**TRANSPORTATION:**

* Must have a valid Florida Driver’s License with an acceptable driving record.
* Ability to travel as needed for training or to fulfill job requirements.