

## FAMILY SERVICES POSITION DESCRIPTION

Position Title: Chief Financial Officer

Employee:

Reports To: CEO & President

Summary:

Family Services' positions require employees to maintain certain skills and characteristics to perform job tasks successfully. These characteristics include the flexibility to work independently and in a team environment, as well as willingness to do whatever it takes to get the job done while maintaining the highest level of professional integrity. This means maintaining confidentiality and following workplace policies and procedures, supervisory directives, and even changing work assignments if deemed necessary by management. Effective time management skills are essential to performing multi-task functions in an efficient manner. The ability to communicate effectively both in oral and written form is vital. This facilitates collaboration with clients and a range of other stakeholders. Effective written communication skills also result in meeting the documentation requirements of various funding sources. Additionally, Family Services stresses ongoing learning and professional development as well as openness to supervisory feedback.

Proper supervision is essential for the growth of an individual in his/her position and ultimately for Family Services as an organization. Supervisors provide a leadership role in the agency. They will work directly with front line staff to accomplish agency goals and productivity standards. Compassion and the ability to be non-judgmental are strengths in the role of supervisor. The ability to confront problems/difficulties immediately is imperative.

This is a responsible position involving the knowledge and application of generally accepted accounting principles and practices. The employee in this class performs accounting and supervisory duties in the recording, reviewing and processing of financial records and documents. Extensive computer experience is required. Knowledge and proficiency in spreadsheets, word processing and accounting software.

Written and verbal skills are necessary for supervision purposes and meetings with funding sources.

### Examples of Tasks Performed and Work Assigned

1. Supervises general ledger posting, monthly adjusting journal entries and insurance and medical assistance billings.

2. Prepares agency budget for review and approval by the Board of Directors.
3. Prepares departmental budgets for submission to various funding sources.
4. Prepares monthly board and financial reports.
5. Prepares any financial or statistical analyses, i.e. cost analysis, budget analysis, housing analysis, etc.
6. Prepares and updates asset register and yearly depreciation tables.
7. Responsible for all agency money and banking activities.
8. Supervises staff and activities associated with Accounts Payable, Accounts Receivable, Payroll, and Purchasing.
9. Monitors department income statements to determine potential shortfalls or gains.
10. Maintains compliance with regulations per each funding source.
11. Maintains internal control.
12. Prepares fiscal year end entries and any audit-related documentation/analyses/schedules. Coordinates annual audit.
13. Maintains and updates agency fiscal manual.
14. Responsible for formulation of agency contracts/proposals/budgets, as well as maintaining all agency contract files.
15. Sets clear expectations of worker's performance, an accurate evaluation of performance and goals for future growth.
16. Monitors adequately workers' duties including absenteeism and/or tardiness.
17. Interacts with primary, external and internal customers of the agency in such a manner that the customer experiences increasing quality; participates as a member of a Quality Team.
18. Performs other duties as assigned.

Required Education/Experience:

Master's degree in Business or Accounting plus a minimum of two (2) years experience or Bachelor's degree in accounting plus three (3) to five (5) years progressively responsible experience. Successful completion of a Supervisor's Training Course.

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Employee Signature

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Revised: July 2016