

JOB DESCRIPTION

Position Type: Fulltime, Full year, Exempt
Salary Range: \$110,000-114,000 annually.

POSITION: Chief Financial Officer

ESSENTIAL FUNCTION: Provide the financial direction necessary for prudent, efficient and accurate financial planning that ensures the current and future financial stability of the agency.

QUALIFICATIONS: Bachelor's Degree in Finance, Accounting, Business Management or a related degree. Must have at least eight years of managerial experience at the senior level. Prior grant accounting experience preferred.

SPECIAL CONDITIONS: Strategic visionary with sound technical and analytical ability, good judgment and strong operational focus. Must have exceptional communication skills and be highly self-directed. Knowledge and use of Accounting, Payroll, and Microsoft software. Possess a valid driver's license and driving record acceptable to insurer and willing to annually certify to the CORS Financial Code of Conduct.

SUPERVISOR: CEO/ECD

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Carry forth the Vision and Mission statement of CORS and support continuous improvement.
2. Demonstrate and support Core Values, communicate in-depth knowledge of CORS financial policies and procedures to the Board of Trustees, Policy Council, auditors, and staff.
3. Contact for all banks and corporate bank card.
4. Direct and approve preparation and timely submission of budgets, financial and program related reports accurately and on time; sign all fiscal reports and grant submissions.
5. Identify, develop, implement and monitor the systems necessary to meet grant requirements and CORS standards of best fiscal practices; advise on selection of independent auditor and lead the teams to provide all necessary information to meet the goal of clean annual audits.
6. Maintain collaborative contact with Head Start Regional Office.
7. Develop and assess the capabilities of the existing Fiscal team and provide supervisory support to the Accounting Manager.
8. Serve as Trustee and administer the CORS 401(k)Plan, including annual reporting to the record keeper for statements and 1099s and to the audit firm for the annual independent audit.
9. Present monthly financial statements and reports to the Board of Trustees & Policy Council; maintain CORS web portal for Board & Policy Council and post reports prior to meetings.
10. Provide leadership support to the fiscal staff and the administrative team.
11. Provide support to the CEO/ECD and Board of Trustees on budget issues.
12. Communicate with all governing boards for grant budget approvals where required.
13. Attend all training required by agency.
14. Review & approve all requisitions submitted to the Financial Edge Web portal.
15. Communicate CORS Financial Policies and Procedures to employees, Audit Reviewers, Board of Trustees and other Management staff.
16. Maintain strict confidentiality of all files, records, or information.
17. Perform other duties as assigned by supervisor.

I have received and read this job description.

Signature/Date