

Chief Financial Officer

Challenge has an opening for a CFO to help meet its mission to serve individuals with disabilities and employment barriers as they fulfill their vocational goals.

The CFO will be responsible for the overall financial management of Challenge. This includes, but is not limited to budgeting, reporting, treasury, and audits. The CFO will also participate in the recruitment, training, supervision and evaluation of the business office staff. Experience with Challenge's funding agencies and social enterprise is highly desirable.

Qualified applicants who have a Bachelors degree in accounting, 4 years of financial management experience and 2 years of supervisory experience may send a cover letter and resume to:

Human Resources
Challenge
950 Danby Road
Suite 179
Ithaca, NY 14850
Or email: melissac@aboutchallenge.org

Visit www.aboutchallenge.org to learn more about Challenge. A complete job description is available on the web site.

EOE

JOB DESCRIPTION

POSITION TITLE: Chief Financial Officer

POSITION STATUS: 40 Hours/Week, 52 Weeks/Year
Administrative Office

QUALIFICATIONS: Bachelors degree in Accounting and 4 years financial management experience including, 2 years of supervisory experience.

GENERAL RESPONSIBILITIES:

The CFO is responsible for the overall administration of financial management for the Agency. Responsible for the accurate presentation of the Agency's financial positions as reported on all internal and external financial statements. Position reports directly to the Executive Director.

SPECIFIC RESPONSIBILITIES:

Budgeting

1. Assists the Executive Director in the preparation of the annual operating budget.
2. Assists Program Directors in formulation, preparation and submittal of rate appeals and budgets.
3. Monitors annual operating budget for all program departments and reports variances to Program Directors.

Reporting

4. Oversees preparation of financial reports for Board of Directors, Program Directors and governmental agencies on a monthly or as needed basis.
5. Oversees maintenance of financial records for the Agency.
6. Provides financial information and assistance to the Executive Director, Program Directors, Board of Directors and Board Committees as needed.

Treasury

7. Develops and administers policies and procedures for purchasing of goods and non-personnel services for all Agency programs.
8. Develops and administers all financial policies and procedures.
9. Performs cost analysis and cost accounting for all programs.
10. Develops plans for long-term financing of Agency operations in conjunction with the Executive Director.
11. Plans, projects and reports current cash flow to insure that sufficient cash is available to cover current expenditures.
12. Negotiates loans and lines of credit with banks in conjunction with the Executive Director.
13. Acts as liaison with Agency bank(s) in the absence of the Executive Director.
14. Oversees all daily banking activities of the Agency.

Audits

15. Coordinates annual audit by outside independent auditors and special audits as needed.
16. Prepares annual CFR and any other audit measures required by federal, state, or other funders.

Other

17. Coordinate agency insurance program by maintaining records and insurance policies and periodically reviewing policies to insure adequate coverage and protection.
18. Participates in the recruitment training, supervision and evaluation of business office staff.
19. Performs all other duties as directed by the Executive Director.