JOB DESCRIPTION
CHIEF FINANCIAL OFFICER (CFO)

Key Tasks

- Acquire and maintain knowledge of current organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of the organization.
- Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations.
- Prepare financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.
- Maintain an accounting and property management system on Yardi Voyager to support the agency’s programs, subsidiaries, and cash flow.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Effectively monitor budget expenditures versus loan and grant agreements via variance analysis/control.
- Complete monthly internal financial statements for all entities and presentation to Board of Trustees and Finance Committee.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Assist the Executive Director and Program Directors with the development of annual budgets, project proformas, loan closings, equity syndication.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Develop and maintain relationships with banking, insurance, and external accounting personnel to facilitate financial activities.
- Complete quarterly internal financial statements for all entities as needed and presentation to banking institutions and limited partner investors.
- Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.
- Receive, record, and authorize requests for disbursements in accordance with company policies and procedures.
- Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Review payroll completed by outside third-party provider.
• Perform tax planning work.
• Complete annual tax returns for controlled entities that do not require an outside audit including general partner activities with only pass-through K-1 activity from limited partnerships.
• Complete year-end financial statements and provide staff support to third party CPA firms for completion of Famicos Foundation’s and its affiliates audit reports, annual tax returns, and audit schedules.
• Compute, withhold, and account for all payroll deductions.
• Handle all aspects of employee insurance, benefits, and casualty programs, including monitoring changes in health insurance regulations and creating budgets for benefits and worker's compensation.
• Review and recommend alternative fringe benefit plans for medical and dental employee insurance programs.
• Oversee receipt of cash and checks and deposits.

**KNOWLEDGE:**
- Economics, Mathematics
- Accounting
- General Administration
- Management
- Law and Government
- YARDI
- HUD
- LITC

**SKILLS:**
- Complex Problem Solving
- Critical Thinking
- Judgment and Decision Making
- Management of Financial Resources
- Systems Analysis
- Systems Evaluation
- Time Management
- Stress Management

**ATTRIBUTES:**
- Integrity
- Initiative
- Cooperative
- Dependable
- Detail orientation
- Persistence
- Problem Sensitivity
- Stress tolerance

Education: BA, CPA
Experience: 3-5 years as Chief Accountant or CFO