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.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Approve budgeted expenditures.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Provide Consultation and Advice to Others
  - 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.
  - 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.
- Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- 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.
- Oversee receipt of cash and checks and deposits.
- Perform tax planning work.
- Prepare and file annual tax returns or prepare financial information so that outside accountants can complete tax returns.
KNOWLEDGE:

- Economics
- Accounting
- General Administration
- Management
- Mathematics
- 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