



JOB DESCRIPTION

Title: CHIEF FINANCIAL OFFICER

Reports To: President and CEO, Treasurer

Classification: Exempt Hourly

Hours: Approximately 10 hours per week

Position Overview

The Chief Financial Officer (CFO) directs and oversees the financial activities of the Academy, the preparation of financial reports and summaries, and the forecast of cash flows.

The CFO is responsible for providing oversight of the outsourced fiscal operations and liaison with the annual independent audit. The CFO must be a strategic and critical thinker and possess exemplary leadership skills. The CFO role is vital to the Academy's financial wellbeing, and it is expected to require approximately 10 hours per week. As a senior executive of the Academy, the CFO is expected to represent the Academy at internal and external events and interact with the Academy's Board of Directors and Academy Fellows regularly.

Essential Requirements and Responsibilities

The CFO reports directly to the President and CEO as a trusted advisor and indirectly to the Board Treasurer. The CFO has the responsibility to assure the Academy's financial wellbeing through successful oversight of financial operations.

Essential Responsibilities

Essential requirements and responsibilities include, but are not limited to, the following.

- Manage the day-to-day financial systems administration functions and report directly to the President and indirectly to the Board Treasurer, the Board Finance and Audit Committees, and Board of Directors.
- Oversee fiscal operations including outsourced and limited in-house activities.
- Assist and advise the President, other senior executives, Board Treasurer, and Board of Directors on all financial aspects of the Academy.
- Utilize and be fluent and knowledgeable in Generally Accepted Accounting Principles (GAAP) for a non-profit organization funded by government, foundations, and the private sector.
- Develop and assure adherence to internal controls and policies.

Qualifications and Requirements

- Knowledge of non-profit financial management and GAAP
- Knowledge of government contracting requirements and accounting
- High ethical standards
- Strong professional and business acumen
- Clear and concise communications
- Strategic, tactical, and solution-oriented

- Current on technical accounting pronouncements and changes

Education and Experience

- CPA or comparable experience overseeing financial management and preparation of monthly and annual financial statements
- Demonstrated record of achieving strong financial results and unmodified audit opinions
- Minimum 5 years of financial management experience, preferably in non-profit and government contracting
- Knowledge of financial management system such as Deltek Costpoint

This document does not create an employee contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.