



JOB DESCRIPTION

Job Title	Chief Financial Officer	Job Grade	37
Department	MLS Business Office	Supervisor	President/CEO

POSITION SUMMARY

The Chief Financial Officer (CFO) is a key member of the Executive Leadership Team responsible for overseeing the financial strategy, operations and integrity of the organization, and for taking actions to assure the long-term financial stability of the organization. The CFO monitors trends in the financial market as well as within the organization. The CFO ensures the organization maintains strong financial controls, complies with all regulatory requirements, and strategically plans for long-term sustainability. This leader will collaborate with the CEO and other executives to shape organizational priorities through financial planning and resource management. The CFO supervises the Business Office Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Financial Leadership

- Develop and execute financial strategies aligned with organizational goals.
- Advise the CEO, Executive Leadership Team and Board of Directors on financial planning, budgeting, cash flow, and investment priorities.
- Participate in the development of strategic plans and business models to advance mission sustainability.
- Provides leadership and oversight in the recruitment, performance evaluation, development, and, when necessary, the disciplinary action or separation of assigned personnel

Financial Operations & Compliance

- Lead all accounting, budgeting, forecasting, and financial reporting activities.
- Ensure compliance with federal/state regulations, grant requirements, and audit standards.
- Oversee timely completion of annual audits and tax filings.
- Ensures adequate cash flow for the organization anticipates and takes necessary steps to assure continued operation.
- Coordinates annual audit. Maintains knowledge of fiscal standards related to internal and external audits. Works with auditors, providing requested information and rationale for fiscal actions.
- Responsible for monitoring all policies, laws, regulations and codes of Martha Lloyd Community Services.

Budgeting & Financial Reporting

- Direct the annual budgeting process in coordination with department leaders.
- Prepare monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Monitor key performance indicators and financial health metrics.

- Develops and analyzes a variety of financial data and reports designed to meet routine or unusual needs.
- Oversight of all payroll and retirement planning for employees

Risk Management & Controls

- Ensure adequate internal controls are in place to safeguard assets.
- Identify and mitigate financial risks through proactive strategies and contingency planning.
- Oversee insurance coverage, contracts, and financial policies.
- Monitors organization investments and, working with investment managers, determines actions to match the organization's investment policy.

Team Leadership & Collaboration

- Lead and develop the finance and accounting team, ensuring a high standard of performance and accountability.
- Collaborate across departments to ensure budget alignment and financial literacy.
- Provide financial training and mentorship as needed.
- Participates in other organization committees or ad-hoc committees for the purpose of providing fiscal insight.
- Performs other duties as assigned by President/CEO.

Core Competencies:

- Strategic Thinking
- Financial Acumen
- Ethical Leadership
- Communication & Transparency
- Attention to Detail
- Team Development

JOB REQUIREMENTS

- Bachelor's degree in accounting, finance, or related field (Master's or CPA preferred).
- Minimum of 7-10 years of progressive financial leadership experience.
- Proven experience in nonprofit, healthcare, education, or human services finance preferred.
- Strong understanding of financial regulations, audits, and fund accounting.
- Excellent analytical, communication, and leadership skills.
- Proficiency with financial software and tools (e.g., QuickBooks, Sage Intacct, Excel)
- Intermediate computer skills are required.
- 3-5 years of supervisory experience preferred.

This Job description is subject to change.

Employee Name: (print)		Date:	
Employee Signature:			
Supervisor/HR Signature:			