

Neighborhood Housing Services of South Florida, Inc.
Job Description

Job Title: Chief Financial Officer
Reports To: CEO
Date: November 12, 2009

Summary:

The Chief Financial Officer supervises the financial operations of the Organization consistent with generally accepted accounting principles, sound internal controls, and financial management practices. The CFO supervises automated systems for accounting, data and IT management, and reporting to investors and donors.

Responsibilities:

- ◆ Maintain detailed awareness of the financial affairs and data control of the Organization and ensure timely, accurate reporting of the financial information.
- ◆ Prepare journal entries, reconcile bank statements, prepare monthly financial statements including but not limited to general ledger, balance sheet, and various income statements.
- ◆ Monitor grant revenue and related expenditures as well as associated restricted accounts.
- ◆ Maintain corporate documents and ensure the Organization complies with various reporting requirements of Federal and State agencies.
- ◆ Manage Organization investments, capital funds, loan portfolio, and pension programs.
- ◆ Prepare the annual budget under the direction of the Executive Director and in cooperation with the Finance Committee.
- ◆ Manage organizational data and IT systems and processes for key business areas.
- ◆ Coordinate the preparation of the annual independent audit of the Organization's financial operations.
- ◆ Supervise the daily accounting/bookkeeping activities performed by other members of the accounting department.
- ◆ Supervise the Organization's purchasing and contracting procedures to ensure the most economical use of Organization funds for supplies and services.
- ◆ Supervise the maintenance of the Organization offices, office equipment, computer & phone systems, and other fixed assets, as well as web-based applications.
- ◆ Maintain all types of organizational insurance such as property, liability, builder's risk, directors & officers with competitive rates and benefits.
- ◆ Maintain with competitive rates and benefits employee insurance such as health and dental as well as a retirement benefit and other benefits as directed by the CEO.
- ◆ Maintain a personnel file for each employee including payroll information, timesheets, insurance and retirement information, and completed I-9 forms.
- ◆ Serve as staff liaison to the Finance Committee and other committees as assigned by the CEO.
- ◆ Ensure that the Organization meets the highest standards of excellence for all accounting and financial affairs.

- ◆ Motivates accounting staff in a positive manner and establishes a “team” approach to reach benchmark goals and long-term objectives. Regularly encourages staff participation and input into decision-making and goal setting.
- ◆ Holds staff members accountable for responsibilities inherent in their position, by establishing performance criteria, assisting staff in identifying goals and developing action plans for achieving them, conducting timely staff performance evaluations.

Experience and Qualification Requirements:

- ◆ Bachelor’s degree in accounting and information systems; CPA certification is preferred.
- ◆ More than three years of nonprofit fund accounting experience.
- ◆ Demonstrated project management skills in a community based not-for-profit setting, including the ability to manage and prioritize multiple tasks.
- ◆ Highly professional computer skills in Word, Excel, Access, and nonprofit accounting software.
- ◆ Ability to organize own work, set priorities, meet critical deadlines, exercise professional judgment, and make sound decisions.

Personal Qualities:

- ◆ Creative, strong analytical, systems, and problem solving skills needed to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment.
- ◆ Skills in articulating ideas and concepts and the ability to build consensus that the goals are attainable and realistic. Demonstrated ability in developing and motivating a team to meet or exceed objectives.
- ◆ Leadership and problem solving skills that reflect teamwork, integrity, effectiveness, efficiency, and the ability to deliver high quality customer service.
- ◆ Ability to work with customers, partners, and staff of diversified backgrounds with a positive, optimistic, goal oriented attitude.
- ◆ Multi-tasked individual capable of handling several items at a time while continuing day-to-day operations.

Salary and Benefits:

- ◆ Salary is commensurate with the job responsibilities, skill required, and experience of the individual.
- ◆ Benefits are described in the Personnel Policy provided to each employee.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. This is not intended to be a complete list of all responsibilities, duties, and skills required.