



CHIEF FINANCIAL OFFICER JOB POSTING

TITLE: Chief Financial Officer

DEPARTMENT: Finance

REPORTS TO: CEO

EMPLOYEE CLASSIFICATION: Full-Time Exempt – Onsite

PRIMARY FUNCTION:

The Chief Financial Officer is responsible for the overall financial budget and cash flow processes in conjunction with the Chief Executive Officer: which includes financial, compliance, safety, and risk management operations of the agency. This position functions as a member of the Senior Leadership team, is integrally involved in the overall development, budgeting, and strategic direction of the organizational priorities, including capital campaign fund management, investment accounts, and total assets. This position reports directly to the Chief Executive Officer, and the employee provides reports for and participates in finance, safety, and investment committees and attends and presents at Board of Directors meetings.

This includes the preparation of the annual budget in conjunction with the CEO. The Chief Financial Officer is responsible for monthly reporting of forecasting budgets vs. actuals, cash flow analysis, income and expense management, on-demand reporting, grant allocations, and the safety and soundness of the agency. The CFO is also responsible for preparation for and representation at the annual financial audit and review of subsequent audit reports and Federal tax and State regulatory filings.

Overall

- Provides leadership to build and foster a positive culture of excellence and participates with other executive staff and the Board in formulating and updating the agency's strategic plan.
- Works with the CEO; prepares an annual plan and budget and is accountable for achieving goals and operating within budget.
- Ensures compliance with organization policies, procedures, and safety standards and maintains Department of Labor, other legal and regulatory standards, and Boys & Girls Club Greenwich codes of conduct.
- Adheres to financial risk compliance for standards set forth by Boys & Girls Club of America.
- Performs other duties as needed to benefit Boys & Girls Club Greenwich.

KEY ROLES & RESPONSIBILITIES:

Accounting & Finance

- Directs and supervises financial staff in all aspects of the day-to-day accounting and finance functions, in accordance with generally accepted accounting principles, applicable laws and regulations, and sound practices.
- Oversees cash flow, investments, endowments, and asset management and promotes the financial well-being of the agency through budget management and protection of all financial assets.
- Ensures timely financial and other reports to assist the CEO, other senior executives, and the Board of Directors in performing their responsibilities.
- Analyzes financial performance and trends and leads financial planning for the agency as shared responsibility with CEO, including annual budgets and long-term strategic plans.



CHIEF FINANCIAL OFFICER JOB POSTING

- Meets annually with the independent auditors and the Audit Committee of the Board of Directors to review the annual audit and 990 tax return.
- Creates, implements, and maintains fiscal policies and internal controls to ensure best practices.
- Works in partnership with development staff to ensure appropriate tracking and reporting of funds, gifts, and other revenue sources.
- Creates, implements, and maintains the BGGC's Financial Policy and Procedure Manual. Work to recommend the development of new procedures or the modification of existing procedures to ensure proper internal controls and management of risk.
- Interacts with the Office Manager and Development Team to identify and maintain the Club's databases for program registration, membership, gift processing, and financial accounting.

Benefits Management

- Works closely with the CEO and Sr Director of Human Resources to establish a progressive and proactive pay matrix structure, wage policies, and practices concerning employment and recruitment compensation, including medical health/wellness and retirement benefits.
- Provides fiduciary oversight of the organization's benefits plans, including the Defined Contribution Pension plan, with updates from investment managers and third-party administrators. Ensures the plan is administered in compliance with ERISA and the plan documents.
- Supervises payroll processing, oversees team member benefits portfolio, and competitively bid products and services to ensure cost-effective rates and coverage.
- Works with Sr Director of Human Resources and VP of Administration in developing and implementing safety programs designed to reduce and eliminate employee workplace injuries. Manages workers' compensation claims, filings, and procedures. Assures timely communication with appropriate management team members and the Workers' Compensation insurance provider.

Compliance

- Responsible for implementing a compliance program to assure agency compliance with all legal duties, contract obligations, accreditation and licensing standards, certifications, and other agency policies.
- Fiscally manages all physical operations, including organization-owned and leased properties. Ensures the acquisition and disposition of fixed assets, construction, improvements, and maintenance are managed in the most cost-effective manner. Includes entering the depreciation, expenses, or addition/disposal of an asset such as equipment or a building in the general ledger.
- Communicates the compliance program to employees and establishes a training process regarding compliance issues, including the consequences of non-compliance and the obligation and method to report prohibited conduct.
- Works in partnership with Sr Director of Human Resources for compliance issues regarding the investigation of any alleged violations. Promptly reports any such allegations involving the CEO, and any allegations related to accounting or financial reporting, to the Finance/Audit Committee of the Board of Directors.
- Reports annually to the Finance Committee of the Board of Directors regarding the compliance program and establish state and regulatory reconciliation programs that are in place, including grant and fundraising, workman's compensation, expenses, income, and expenses, etc.



CHIEF FINANCIAL OFFICER JOB POSTING

ADDITIONAL RESPONSIBILITIES:

- Supervises all personnel within the functions described above, directly or indirectly.
- Oversees Financial and IT functions, including acting as the liaison between BGCG IT vendor and needs and benefits providers; office and building issues as they arise; building and equipment leases, and other tasks as needed.
- Trains and develops Finance Manager and staff in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.
- Participates in meetings of the Executive Committee, Board of Directors, Endowment Committee, Finance Committee, and Human Resources Committee in an advisory role, as requested.

RELATIONSHIPS:

- Internal: Escalate issues and questions and maintains oral and written contact with the CEO, Board of Directors, staff peers, members, and volunteers for the purpose of exchange of information, providing progress reports regarding activities, planned programs, and coordinating events.
- External: Maintains contact with other agencies, business leaders, and community groups as necessary.
- External: Manages Accounts Payable Relationships associated with vendor relationships.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field. CPA and non-profit experience preferred.
- Strong background and knowledge of accounting, finance, strategic planning, forecasting, insurance, and payroll.
- Experience in budgeting, financial management, and analysis experience, including 5-7 years in a leadership capacity.
- Demonstrated ability to organize, direct and coordinate personnel supervision and budget management operations.
- Ability to interact professionally with Club staff, Board members, volunteers, and other related agencies.
- Experience with financial management of state and federal funding and private foundation grants, including budgeting and reporting.
- Strong computer aptitude, experience, and proficiency in QuickBooks, Microsoft Excel and Word.
- Excellent communicator who can present financial and other data analysis and findings in verbal and written formats in layman's terms to management, board members, program and development staff, external constituencies, etc.
- Demonstrated ability to plan, set priorities, lead in multiple areas of responsibility, motivate colleagues, and maximize impact in an environment of limited resources.
- Requires some travel on a local or annual basis to attend events such as community meetings, industry training, or conferences.
- Works M-F primarily from 9-5, with attendance at occasional evening and weekend events.



CHIEF FINANCIAL OFFICER JOB POSTING

NOTE: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

SALARY RANGE: Competitive salary range commensurate based on experience.

BENEFITS: We offer the full range of competitive benefits, including medical, dental, vision, long-term disability, life insurance, retirement contribution after the eligibility period is met, PTO (paid time off) plan, 11 paid holidays, and discounts on programs.

TO APPLY:

Please send resume, cover letter, and references to HR@bgcg.org ATTN: dkaufman@bgcg.org

Note: References will be checked on top candidates. You will be required to submit an online application and three (3) professional and two (2) personal references.

Boys & Girls Club of Greenwich provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The individual is regularly required to sit for extended intervals; operate phones, computers, and general office equipment; move about freely; lift light objects (approximately 50 lbs.) problem solve, analyze and demonstrate creativity; work a nontraditional work schedule; interface with a wide range of personalities from a variety of social, cultural, economic and educational backgrounds; dress professionally and maintain a clean and organized workspace.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. All candidates must be able to pass an annual Child Abuse Registry and Background check to hold this position.

Signed by: _____

Incumbent Date _____

Approved by: _____

CEO Date _____