



Position Description – CHIEF FINANCIAL OFFICER (CFO)

Department: Administration	Date: July 31, 2019
Reports to: President & CEO	Type: Exempt
Scope: Agency-wide	Grant-Funded: No
Supervises: Medical Billing & Finance Associate	Approved by: MSC
Program: <input checked="" type="checkbox"/> Corporate <input type="checkbox"/> Clinical <input type="checkbox"/> Health Home <input type="checkbox"/> Community Services	Revision #: n/a
Mission & Vision Statement	
<p>Our Mission: Jewish Family Service of Buffalo and Erie County partners with families, children and individuals of all beliefs and backgrounds to help them succeed in transition and overcome challenges of everyday life.</p> <p>Our Vision: Any person in the Jewish Family Service’s service area coping with a significant life challenge or personal change will have a lifeline that leads to new hope and compassionate care.</p>	

SUMMARY

The Chief Financial Officer will be expected to ensure the provision of financial services and management and will enable JFS to achieve its operational and strategic goals and initiatives in compliance with legal and regulatory requirements. Responsible for all aspects of Jewish Family Service’s daily fiscal management.

RESPONSIBILITIES & DUTIES

*A representative summary of tasks to be performed is provided below. **The employee may be asked to perform job-related tasks other than those specifically stated in this description.** The duties and responsibilities of the position are to be carried out in a manner that is consistent with the mission, values and operating principles of Jewish Family Service.*

- Coordinate and administer a plan for the control of operations, including profit planning, expense budgets, accounts receivable, and savings opportunities along with the necessary controls and procedures to carry through the plan.
- Manage, plan and organize the financial operations of the organization including financial planning, budgeting and analysis, controllership and revenue cycle functions.
- Develop, interpret, coordinate and communicate the organization’s policies on finance, accounting, budgeting, insurance, financial/accounting systems, internal controls and auditing.
- Ensure compliance with Code of Federal Regulations and other governmental and funding entities including planning and reporting requirements.
- Ensure that the agency maintains Generally Accepted Accounting Practices (GAAP).
- Oversee the preparation of all financial reports, including budgets, income statements, balance sheets, and other cost reporting documents; reports to the Board of Directors; tax returns; and reports for government regulatory agencies.
- Oversee the medical billing and payroll functions.
- Proactively advise and educate management and staff on all aspects that financially impact the organization’s operations.
- Effectively communicate financial reports and information to staff, board, and funders clearly and accurately to ensure a strong understanding of the agency’s financial standing across different stakeholder venues.
- Coordinate and direct the preparation of the budget and financial forecasts, institute and maintain other planning and control procedures (including the cost accounting system) and analyze and report variances.
- Review reports to analyze projections of revenue and units of service against actual figures, budgeted expenses against final totals, and suggest methods of improving the planning process as appropriate.
- Analyze and interpret data and develop clear informative methods for presentation of financial information to management and the Board of Directors.
- Prepare and affect timely filing of federal, state, third party and other financial reports as required.
- Analyze operations to pinpoint opportunities and areas to be reorganized, downsized or eliminated.
- Maintain the agency’s system of accounts; keep books and records on transactions and assets. Regularly manage adequate cash flow.
- Oversee bank balances and maintain lines of credit and banking relationships.

- Maintain all bank accounts necessary to meet payroll and vendor obligations and other obligations.
- Execute cash disbursements for payment of corporate and divisional expenditures in accordance with disbursement and policies.
- Obtain data, prepare recommendations, accept bids and continually monitor activities related to personnel fringe benefits, equipment purchases, rental of space and equipment, maintenance services and other operations.
- Prepare monthly reports reflecting the agency's current financial standings and cash flow projections for review and distribution to board and management team.
- Maintain program financial progress statistics for distribution across staff and board.

QUALIFICATIONS

Education and Experience:

- Master's Degree in Accounting or Finance or related field. Equivalent work experience will be considered in place of a Master's Degree.
- Minimum of eight years' experience in financial management with increasing responsibilities for multi-faced direction and planning.

Knowledge, Skills & Abilities:

- Keeps abreast of current trends and practices in field of expertise.
- Computer proficiency including working knowledge of manual and automated accounting systems, well-developed financial analysis capabilities.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Possesses a well-rounded understanding of GAAP, CFR, and applicable regulations.

Competencies:

- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Teamwork -Relates well to all kinds of people regardless of level inside or outside of the organization. Uses diplomacy and tact when dealing with and interacting with others. Diffuses tension. Fosters collegial and cooperative attitudes. Works effectively to achieve common goals.
- Communication Intelligence - Listens to others, able to communicate issues clearly and credibly with widely varied audiences and overcome resistance; fosters open communication and manages emotion in positive ways.
- Client Focus - Understands and meets customer needs, whether internal or external, providing a high level of service and cooperation (courteousness & sensitivity)
- Initiative & Adaptability - Deals with situations and issues proactively and persistently, seizing opportunities along with a personal willingness and ability to respond to changes.
- Staff Development – Fosters the development of others by providing a supportive environment for enhanced performance and professional growth.
- Leadership – Creates a climate in which people are inspired to do their best. Able to motivate others to work effectively toward a common objective and to retain the respect of staff.
- Visioning / Strategic Thinking – Develops and inspires commitment to a vision of success; supporting, promoting and ensuring alignment with the Mission's vision and values.

Agency Expectations:

- Must possess a complete commitment to, and understanding of, Jewish Family Service's Mission & Vision.

- Cultural Competence – Ensures access to services for people of differing languages and cultural backgrounds; provides a supportive environment for our multicultural workforce; and promotes a welcoming environment for all.
- Teamwork – Uses diplomacy and tact when interacting with others; works collaboratively with colleagues to achieve agency and departmental goals.

WORKING CONDITIONS

- Occasionally, works outside normal work hours including weekends and evenings as needed to meet agency needs.
- Valid NYS driver’s license and access to reliable transportation sufficient insurance (100/300K) is required.

PHYSICAL REQUIREMENTS

- Light physical activities and efforts required working in an office environment.
- Refer to attached ADA worksheet.

I have been given a copy of this Job Description and an opportunity to ask questions about it. I am aware this is not a contract and all specific details of the position are not included in the Position Description.

Signature: _____ Date: _____