



Title: Chief Financial Officer

Reports to: Executive Director

Status: Full-time, Exempt

Description: Responsible for all financial and human resource activities of the organization and management of the fiscal staff. Responsible for all financial and grant reporting.

Requirements & Skills:

- Bachelor's degree required, Master's degree and CPA license preferred, or equivalent experience
- Financial management experience, preferably non-profit
- Broad base of business knowledge, including finance and human resources
- Excellent computer skills and knowledge of network administration
- Ability to manage direct staff and to interact successfully with all staff
- Ability to prioritize and organize
- Combination of 'big picture thinker' and detail oriented; analytical
- Good public image
- Understanding and supportive of The Shelter's mission
- Highest level of ethics and honesty

Duties:

Finance

- Prepare annual budget
- Prepare monthly internal financial statements and any additional statements helpful to finance committee requested
- Monitor all financial transactions, including payment of invoices, deposits of revenue, reconciliation of bank statements, and special reports as required
- Prepare work papers for annual audit and adjustments necessary to convert internal cash basis financials to GAAP
- Prepare payroll for payroll service; prepare payroll summary report bi-weekly
- Prepare financial, administrative, and fiscal records for audits by donors, such as FCADV
- Review business insurance package annually
- Balance cost versus benefits
- Serve as Finance Committee staff liaison

Grants

- Assist in preparation of grant applications
- Prepare and submit monthly reimbursement requests
- Prepare donor reports
- Oversee compliance with non-program grant stipulations
- Prepare budgets for staff covered under grants and monitor and update staff to ensure funds are being spent by grants end

Human Resources

- Handle all aspects of The Shelter's HR functions including staff morale
- Review and approve all team action plans and corrective action plans
- Review employee medical insurance plans annually
- Maintain Medical Reimbursement Plan
- Create Personnel Handbook and provide updates; monitor compliance
- Prepare vacation and sick time reports bi-weekly
- Serve as Trustee of 401(k) Plan; prepare 401(k) deposits bi-weekly; file annual 5500 for 401(k) Plan
- Continuously review benefits and salary structure to ensure The Shelter's competitive position

Administrative/Corporate

- Oversee efficient operation of all office functions
- Minimize all risks and prioritize risk management
- Complete and file all government requirements, such as annual report, property taxes, solicitation registration, etc.
- File annual 990

Other

- Assist at fundraising events

ADA:

Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____