

MountainHeart

Job Description

Job Title: Chief Financial Officer
Department: Administration
Reports To: Chief Executive Officer
FLSA Status: Exempt
OSHA Category: Category 3

Summary: As a key member of the Executive Management team, the Chief Financial Officer will report to the Chief Executive Officer and assume a strategic role in the overall management of the company. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, and partnership compliance.

Essential Duties and Responsibilities

- Integrate the accounting division with all other divisions.
- Coordinate the work duties with other program directors to achieve agency goals.
- Supervise all employees assigned to the fiscal office and administrative secretary.
- Assume timeline and accuracy of submissions of all reports, invoices, and grant request.
- Prepare budgets and submitting internal reports in coordination with program directors.
- Prepare and present financial reports for every Board of Directors meeting.
- Assume adherence to generally accepted accounting procedures and the fiscal compliance of each contract or grant.
- Maintain confidentiality at all times.
- Perform any and all duties incidental to the position.
- Ensure the accounting program is up-to-date.
- Reconcile A/R and A/P to GL.
- Invoice contract jobs.
- Prepare and update financial policies and procedures to present to Board of Directors for approval.
- Prepare cost allocation plan annually to present to Board of Directors for approval.
- Other duties as assigned.

Supervisory Responsibilities

This position supervises positions within the administrative/fiscal office.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

July 31, 2015

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, Access and Excel, excellent communication skills, and familiar with office equipment. In addition, experience with MIP (sage 100 fund accounting) a plus, ability to maintain reports electronically. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Certified public accountant or MBA with 2 years related experience.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check and be bondable. Must have dependable transportation with minimum liability insurance as adopted by the Board of Director’s.

Language Skills:

Good oral and written communication skill, ability to write reports, business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand. The employee is frequently required to reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date