



JOB DESCRIPTION

Position Title: Chief Financial Officer

Employment Status: Full-Time

Supervisor: Chief Executive Officer

Salary Range: \$110,000 - \$123,000 per year

The mission of All Star Children's Foundation (ASCF) is to build a brighter future for children in foster care through innovation, science, and compassion. ASCF is situated on a 5-acre campus that includes a pediatric mental health treatment and research center, along with 6 single-family foster homes. Foster parents and children on campus receive comprehensive intervention and support services from a team of trauma-informed professionals.

ASCF seeks an experienced Chief Financial Officer (CFO) to manage the day-to-day operations of the accounting department and one employee. The CFO is responsible for the management and direction of the fiscal functions, ensuring budget conformance and compliance with grants, banking, and other governing requirements. The position will ensure the implementation of policies and procedures according to established accounting and financial standards and practices to ensure the organization's financial integrity and achievement of financial objectives. This position also focuses on the future with responsibility for budgeting, in partnership with the CEO and other members of the executive leadership team. The CEO will rely on the CFO to bring forward best practices' recommendations for improvements to any current processes.

A successful candidate will have the following qualifications:

- BA in Accounting, Finance, or Business Administration required
- MA, MBA or CPA preferred
- Experience in a supervisory position required
- Proficiency with Microsoft Office products and QuickBooks required
- Superior ability to analyze financial data, prepare financial reports and statements, and develop projections; ability to leverage software/technology to support preparation of reports, spreadsheets, and other accounting documents.
- Working knowledge of short- and long-term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
- Knowledge of current accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP).
- Knowledge of federal and state financial regulations.
- Innovative and analytical thinker with track record of process improvements and problem solving.
- Excellent written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Encourages and practices critical thinking.
- Is self-reflective and empathic.
- Recognizes the influence of workplace relationships on outcomes and results.
- Maintains a respectful and accepting approach to others.
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization.
- Candidates will be required to undergo and successfully pass a background check and drug screening prior to employment.

Essential Duties and Responsibilities:

The CFO will advance the following duties and responsibilities throughout the year:

General Accounting

- Manage the monthly closing checklist and timetable(s).
- Review, correct, and approve transactions generated through accounts payable, payroll, and accounts receivable for

accuracy, documentation, compliance, and coding.

- Oversee Accounts Receivable function, calculation of billable costs (indirect, fixed fees, other terms), recording of donations and earned revenue, reconciliation of sales invoices and receivables with General Ledger monthly.
- Review and approve credit memos, refunds, voided invoices
- Oversee Accounts Payable function including corporate credit card issuance and purchase card program, employee travel and expense reporting and reconciliation, and payment processing in banking portal
- Prepare journal entries, reclassifications, accruals, reversal journals, shared expense allocation journals and other AP allocation entries
- Record revenue accruals and deferred revenue releases based on project level revenue recognition criteria.
- Maintain the organization's chart of accounts; ensure books and records are kept on all organization transactions and assets.
- Respond to regular inquiries from members of the leadership, program staff and external stakeholders as needed

Cash Management

- Ensure all bank and investment accounts are recognized on a timely basis.
- Monitor cash balances in operating, savings and investment bank accounts to cover obligations and maximize interest earnings.
- Prepare periodic cash forecasts and recommend strategies to efficiently manage the organization's cash needs while maximizing returns.
- Execute grant drawdowns as necessary to ensure timely reimbursement of cash outlays.
- Maintain relationships with officials at banking institutions and oversee all financial compliance.

Payroll

- Direct and oversee the payroll function, including employee system setup, labor allocation, payroll tax liabilities, employee direct deposit modifications, benefits contribution processing, and submission, leave report and leave balances, time reporting corrections, salary tracking, staff schedules, HR data modifications, salary advances, termination checks, calculation of final pay amounts, vacation accrual liability, year-end vacation balance carry overs
- Oversee workers compensation insurance policies and annual insurance audit
- Establish state and local tax filings

Human Resources

- Direct and oversee the human resource function, including coordinating the recruiting process, onboarding new hires, ensuring compliance with DCF screening requirements, training, and performance reviews.

Assets Management, Inventory, and Systems

- Maintain and oversee fixed asset schedules, depreciation entries, fringe and paid leave allocations, prepaid assets accounts, recurring lease and rent entries
- Participate in new system configuration and design as needed
- Attend new system release training sessions to fine tune financial and accounting procedures
- Manage new hire access rights

Financial Reporting, Analysis, and Budgeting

- Oversee the timely production, review, and distribution of monthly financial reports (Cashflow, P&L, budget vs actual, executive team, bank account reconciliation report) to departmental directors and executive leaders
- Take lead role in annual organizational budgeting process
- Participate in preparation of annual budget worksheets, proposal budgets as needed and prepare year-end financial statements,
- Attend Finance and Investment Subcommittee meetings of the Board and provide support to the Chief Executive Officer for these meetings

Audit and Tax

- Direct and prepare for financial audits; recommend procedural improvements.
- Ensure the accurate and timely completion of items requested by the auditors; update Permanent File documents to facilitate an efficient, cost-effective annual audit process.
- Draft the audited financial statements and footnote disclosures.
- Respond to auditors' comments concerning finances and operations.
- Draft the annual 990 report
- Oversee maintenance of vendor file, collection of W9s, and issuance of 1099 and W2 forms
- Manage the submission of sales and use tax report to government authorities
- Maintain ASCF's tax exempt status

Policies & Procedures

- Assist the CEO in implementing and maintaining a strong system of internal controls.
- Evaluate existing accounting and procedural control systems; develop improved and more efficient methods of operation.

Supervision

- Manage Accountant and evaluate their performance.
- Establish, document, and ensure compliance with position-appropriate access to accounting systems.
- Recommend training requirements and staff development for assigned staff.
- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Training

- Prepare, conduct or oversee regular trainings organization-wide around procedures and requirements pertaining to employee reimbursement, corporate credit card usage, payroll, time and attendance, onboarding, and related systems.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

Judgement	Makes sound decisions; bases decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions.
Problem Solving	Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
Organization	Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions.
Cooperation & Teamwork	Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
Quality of Work	Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.

Reliability	Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
Support Diversity	Treats all people with respect; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.
Leadership	Inspires and motivates others to perform well and accepts feedback from others.
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 frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

ASCF an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ASCF makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.
