**Valley AIDS Council d/b/a Westbrook Clinic**

**Position Description**

Job Title: Chief Financial Officer

FLSA Status: Exempt

Approved By: Chief Executive Officer

Approval Date: 11/21/2022

Department: Administration - Finance

Reports To: Chief Executive Officer

**EMPLOYEE RISK FACTOR:** **III**

Performs tasks that do not routinely involve exposure to blood, body fluids or tissues, and are not called on to perform or assist in emergency medical care or first aid to be potentially exposed in any other way as a condition of employment.

**SUPERVISION RECEIVED/EXERCISED:**

Works under the supervision of the CEO/Executive Director. Oversees Finance Department.

**SUMMARY**

Oversees Finance department, budget preparation, funder monitor and reporting, and audit. Works with COO to monitor department budgets and make recommendations. Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

**DUTIES AND RESPONSIBILITIES** include the following.

**Finance and Accounting:**

* Provide leadership to the annual budget process; provide advice and guidance to senior management; implement and control expenditures to ensure adherence to approved budget.
* Directs the preparation of all financial statements, including income statements, balance sheets, board finance reports, tax returns, and funder finance reports.
* Compare expense and revenue projections to actual figures. Make or overs necessary adjustments to future projections and budgets.
* Directs the preparation of monthly financial statements and reports for senior management, funders, and Board review on a timely basis; interpret reports for others as appropriate.
* Organize and direct cash flow forecasting and budgeting.
* Manage relationships with banks, investments advisors and other financial institutions to ensure that the company receives proper service.
* Oversee and direct the preparation and issuance of the Agency’s form 990; Act as the primary contact with the organization’s independent auditors; resolve any issues related to the audit.
* Serve as the primary staff liaison for the organization’s Finance Committee.

**Administrative Functions:**

* Participate as a member of the executive team in the development of the annual operating plan, as well as longer-term strategic plans; prepare schedules and reports as required by the management team and board for strategic planning purposes. Work with the CEO, and COO to establish priorities for the planning process.
* Establish and/or improve accounting policies and procedures in accordance with generally accepted accounting principles, best practice internal controls, and the requirements of funders.
* In collaboration with COO, develop budgets for programs and grants.
* In collaboration with COO, recommend corporate insurance programs for the organization ensuring appropriate levels of coverage for liabilities, properties, volunteers, directors and officers and other insurance; evaluate and recommend changes to coverage as appropriate.
* In collaboration with COO, analyze operations to recommend areas in need of reorganization, downsizing, or elimination.
* Monitor, update, and recommend improvements to the organization’s Risk Management plan, ensuring that the organization adheres to the plan and actively documents the plan’s actions.
* Oversee financial operations including supervision of accounts payable/receivable staff.
* Direct the purchase of equipment and supplies, ensuring quality and quantity commensurate with price; ensure compliance with budgets.

**MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:**

**Required:**

A Master’s degree in Accounting, Finance or Business from an Accredited University, and a minimum of 5 years of healthcare finance experience in a senior role. Applicant must also be familiar with Generally Accepted Accounting Practices and Federal Grant Writing.

**Preferred:**

The successful candidate will be an accomplished leader with a minimum of 5 years of experience in management and finance roles, and a minimum of three years of supervising others. S/he will demonstrate proficiency in nonprofit fiscal and strategic management as well as experience with and the ability to work with an active Chief Executive Officer and Board of Directors.

Graduate degree in Business and/or CPA is strongly desired.

Ability to communicate fluently in English and Spanish.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

A responsible and mature individual with a passion for non-profit organizations.

Working knowledge of accounting software and insurance reimbursements.

Working knowledge of Microsoft Office, specifically Outlook, Word & Excel. Must be able to work under conditions of constant interruption and be able to stay on task.

Ability to participate effectively as a team member. Willingness to work a flexible schedule when circumstances necessitate.

Ability to speak fluent English; ability to handwrite legibly; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**SPECIAL REQUIREMENTS/QUALIFICATIONS:**

Flexibility to travel, if needed.

**EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

**PHYSICAL DEMANDS:**

A constitution to work under the rigors of delivering financial administration. While performing the duties of this job, the employee is frequently required to sit for extended periods of time. The employee must occasionally lift and/or move up to 35 pounds. Vision corrected in normal range and hearing corrected in normal range.

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic’s acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Director Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO/Executive Director Signature Date