



VOICES FOR CHILDREN, INC.
CASA OF BRAZOS VALLEY

JOB DESCRIPTION

CHIEF FINANCIAL OFFICER

<u>Classification:</u>	Exempt/Full-Time
<u>Reports to:</u>	Executive Director, or in the absence of an Executive Director, reports to the Executive Committee of the Board of Directors.
<u>Qualifications:</u>	Associates or bachelor's degree in finance or related area with experience in bookkeeping, account reconciliation, Microsoft Excel and QuickBooks. Outstanding written and verbal communication skills.

Summary of Job Responsibilities:

The chief financial officer position is accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. Principal accountabilities are:

Planning

1. Assist in formulating the company's future direction and supporting tactical initiatives
2. Monitor and direct the implementation of strategic business plans
3. Develop financial and tax strategies
4. Manage the capital request and budgeting processes
5. Develop performance measures that support the company's strategic direction

Operations

1. Participate in key decisions as a member of the executive management team
2. Manage any third parties to which accounting or finance functions have been outsourced
3. Oversee the company's transaction processing systems
4. Implement operational best practices
5. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
6. Keep and assist with the filing of financial transactions records and reports for organization.
7. Verify, allocate, and post details of business transactions to subsidiary accounts in journals or computer files from documents.
8. Perform monthly reconciliation of bank statements with records in QuickBooks.
9. Compile monthly expense and income reports, profit and loss descriptions, and balance sheets to the Executive Director and Board of Directors.
10. Prepare checks in preparation for signatures by Executive Director and/or authorized member of Board of Directors and assistance in disbursement of monthly payables to

- employees and vendors.
11. Prepare withholding, Social Security, and other tax reports.
 12. Monitoring and updating of fixed assets of the organization.
 13. Match credit card receipts to credit card statements for final review and approval by Executive Director.

Financial Information

1. Oversee the issuance of financial information
2. Report financial results to the Board of Directors
3. Assist Executive Director with the financial report for grants and other funders.
4. Assist Executive Director with the preparation of records for the annual audit.
5. Assist the Executive Director with the preparation of a mid-year and end-of-year financial budget to actual report.
6. Assist the Executive Director with the preparation of financial forms for grant proposals, grant reports, and grant expense reimbursement requests.

Risk Management

1. Understand and mitigate key elements of the company's risk profile
2. Construct and monitor reliable control systems
3. Maintain appropriate insurance coverage
4. Ensure that the company complies with all legal and regulatory requirements
5. Ensure that record keeping meets the requirements of auditors and government agencies
6. Report risk issues to the audit committee of the board of directors
7. Maintain relations with external auditors and investigate their findings and recommendations

Other Job Functions

1. Other duties as assigned by the Executive Director.