

JOB TITLE: Chief Financial Officer

REPORTS TO: President & CEO

STATUS: Part-Time

HOURS: Monday-Friday as scheduled; Weekends as needed.

SUPERVISORY ROLE: Yes

NO. OF DIRECT REPORTS: 1

TRAVEL REQUIRED: 0-5%

### PRIMARY FUNCTION:

Responsible for planning, implementing, managing, and reporting on all accounting and finance related activities, including financial statements, cash management, budgets, forecasts and financial analysis. The person in this position also responsible for compliance and reporting requirements for the organization.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

- Ensure the accuracy and completeness of financial data and prepare comprehensive financial statements in accordance with GAAP
  - Oversees all segments of the general accounting function, including all general and subsidiary ledgers.
- Coordinate and prepare the annual operating budget, capital budget, short and long range project budgets.
  - Institute and maintain budget control procedures.
- Complete budget analysis and report on variances.
- Provides guidance and input during the strategic planning process.
- Prepares and ensures accuracy of financial statements, including balance sheets, income and cash flow statements.
- Manage month-end and year-end close process
- Facilitate the timely completion of the annual independent audit, tax filings (990), and any other related reports; verifying the accuracy and completeness.
- Properly classify restricted donations and accurately track and account for grant/restricted funds
  - Report as required and/or requested
- Leads procurement of fixed assets and capital in collaboration with other departments.
- Oversees awards (federal, state, and local) and reports accordingly to IDHS, Feeding America, and any others as required
- Ensures compliance with all state and federal laws, as related to our status as a 501(c)(3) nonprofit organization
- Understands and ensures compliance with fiscal, investment and other related policies
- Coordinate accurate preparation and timely filing of the annual registrations and reports with the State and Federal agencies
- Maintain files of contracts, leases, and other legal documents
- Participates in special events and attends conferences, as needed
- Other duties and projects as assigned

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Occasionally lift or move up to 20 pounds
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

#### QUALIFICATIONS:

##### Competencies, Education and Experience:

- Bachelor's degree in accounting, non-profit experience and CPA preferred
- Prior food bank or non-profit experience are a plus
- Knowledge of practices and principles of financial, accounting and business management
- Strong computer skills including spreadsheets and data management
- Ability to analyze financial data and develop reports
- Ability to interpret and apply complex rules and regulations
- Excellent communication skills both oral and written
- Ability to work in a complex environment with minimal supervision
- Strong leadership ability, sound judgment and high professional ethics

#### EXPECTED HOURS TO WORK:

TBD