



JOB TITLE: Chief Financial Officer
FLSA STATUS: Full time; Exempt
DATE: January 2019
REPORTS TO: President and CEO

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grant making, providing leadership, and promoting collaboration on community issues.

PRIMARY PURPOSE OF JOB

The Chief Financial Officer's primary responsibility is to oversee the financial, accounting and investment systems of the Community Foundation of the Ozarks and its related organizations including financial management, philanthropic services, investment management, and compliance and risk management. The CFO must have uncompromising integrity and high ethical standards. This position directly supervises the Controller and indirectly the members of the Accounting Staff (Assistant and Clerk).

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned* Financial Management Functions

- Responsible for overall administration of all financial records including, but not limited to the general ledger, grants, gifts, investments, spending policy, administrative fees, payroll, and insurance.
- Oversee compliance of financial system and records to federal and state regulations, generally accepted accounting principles, Board policies, industry standards and other required standards.
- Devise and maintain a system of internal controls to facilitate the safeguarding of the Foundation's assets.
- Produce monthly, quarterly and annual financial statements and other special financial reports for staff and Board of Directors.
- Participate on the CFO's Leadership Team to help develop and guide CFO's annual and long-term strategic and action plan commitments.
- Oversee cash management to provide liquidity needed for grants and operations.
- Develop and deliver financial data and support to the other Foundation departments as needed.
- Create and provide financial reports to agencies as needed.
- Coordinate and provide materials for the annual audit and tax return.
- Prepare and monitor the annual budgets for operations, grant making and Philanthropy Initiative.
- Oversee fixed asset records for operations, building, and related organizations.
- Prepare Requests for Proposals for accounting, banking and investment relationships.
- Create executive summaries and dashboard reports reflecting financials, investments and related activity.

Philanthropic Services Functions (Grants Management and Gift Processing):

- Provide proactive, creative, cross-functional thinking and ideas to enhance philanthropic services provided to donors, grantees and other Foundation stakeholders.

Investment Management Functions:

- Primary staff responsibility, under the governance of the Investment Advisory Board and in consultation with the Outsourced Chief Investment Officer (OCIO), for investment strategy, asset allocation, manager selection and evaluation of all the Foundation's investments.
- Serve as the primary intermediary and liaison for the foundation's OCIO and the managers of the Foundation's investment pool.
- Responsible for monitoring, reporting and assists the OCIO with rebalancing the Foundation's investment pools. Provides regular reports to Investment Advisory Board, senior leadership team and staff regarding investment matters.
- Coordinate management and reporting for externally managed investment funds held outside the Foundation's investment pool with the Development department.

Compliance and Risk Management:

- Ensure timely and efficient preparation of annual audited financial statements, 990 tax returns, and relevant Federal filings and industry standards.
- Oversee compliance matters relating to federal, state and local laws and national best practice standards, including requirements applying to Section 501(c)(3) nonprofit public charities and those specific to community foundations.
- Oversee the Foundation's risk management including the evaluation, recommendation, and procurement of adequate insurance.

Other Duties:

- Responsible for data information systems including data retention.
- Serves as a member of the Foundation's leadership to support and contribute to Foundation-wide efforts, identifying and resolving key strategic issues or major changes, redesigning management processes, creating or modifying organizational structures, and identifying standards of performance.
- Coordinates, attends, and serves as primary staff for the Investment Advisory Board and Audit/Operations Committee meetings while attending and supporting all other meetings of the Foundation's Board and its committees, as needed.
- Works with confidential information such as contributions and other related communications.
- Provides superior donor service to all donors.
- Interacts comfortably with a wide variety of constituents and communicate appropriately and effectively in person, on the telephone and in writing.
- Other duties as assigned by the President.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have financial accounting, cash management and finance competence
- Must have a strong understanding of Foundation operations
- Must have strategic vision and leadership
- Must be able to communicate effectively verbally and in written form
- Must have problem-solving abilities
- Proficient with Microsoft Office Suite including Word, Excel, and Outlook; prefer proficiency working with financial and donor FIMS database.
- Willingness and ability to travel throughout the region as needed.
- Willingness and ability to work flexible hours including some nights and weekends as necessary.

CFO CORE VALUES & COMPETENCIES

Commitment to excellence through exceptional services built on:

Integrity: *Stewardship you can trust*

Respect: *Relationships matter*

Leadership: *Collaboration creates solutions*

Vision: *Our focus is forever*

Building Trust: *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

Constituent Focus: *Ensuring that the constituent perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet constituents' and own organization's needs.*

LEADERSHIP CORE COMPETENCIES

Building Partnerships: *Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.*

Decision making: *Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.*

Developing others: *Planning and supporting the development of individuals' skills and abilities so that they can fulfill current or future job/role responsibilities more effectively.*

Gaining commitment: *Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behavior to accommodate tasks, situations, and individuals involved.*

Work standards: *Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in accounting, finance or business required.
- Minimum of 10 years of relevant experience, preferably in a nonprofit or foundation environment with a proven track record in the areas of planning, financial management and operational oversight.
- Minimum of 10 years of managerial experience in leading a team and mentoring/coaching staff.
- Investment knowledge including portfolio construction and risk management.
- Certified Public Accountant (CPA) license is preferred.
- Prior community foundation experience is preferred.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			

Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

WORKING CONDITIONS

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Position requires limited regional travel.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date