JOB POSTING

Position title: Chief Finance Officer

Responsible for directing the fiscal functions of the agency in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate within non-profits. Directs the organization’s financial planning, and facilities functions. Serves as the agency’s CFO. F&CS plans generous overlap with the newly hired CFO and its current CFO to assure continuity.

Duties and Responsibilities

• Review and ensure application of appropriate internal controls, compliance and financial procedures.
• Ensure timeliness and accuracy of financial and management reporting data for internal and external constituents.
• Oversee the preparation and timely filing of all local, state and federal tax returns.
• Oversee the month-end closing process, constantly reviewing procedures while eliminating inefficiencies.
• Review all month-end closing activities including reconciliations of general ledger accounts.
• Enhance and implement financial and accounting systems, processes, tools and control systems.
• Develop, organize, implement, direct and evaluate the agency's fiscal plan based on function and performance.
• Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the President/CEO and the Board and other senior executives in performing their responsibilities.
• Provides technical financial advice and knowledge to others within the financial discipline.
• Provides ad-hoc financial reports for management and board.
• Maintains relationships with vendors of outsourced services, IT and telecommunications providers.
• Procures insurance in adequate amounts to transfer assessed risk.
• Prepares contracts for procured services and sub-contracted services.
• Participates in board meetings and executive committee, finance and human resources committees.
• Participates in the development of the agency’s strategic plan.
• Regular attendance during office hours and reliable transportation required.

Requirements: Master’s Degree in accounting, business administration, public or nonprofit administration, or related field and 3-5 years in a non-profit, government or for profit operational experience. CPA strongly preferred. Additional experience may substitute for the graduate degree; in which case a Bachelor’s degree and CPA would be required.

Salary: $110,000 - $130,000

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V