



## **Part-time CFO (Washington, D.C.)**

### **POSITION DESCRIPTION**

The CFO will be the strategic financial contact of the organization and should have experience working in a fast-paced, ever changing, service-oriented environment. The CFO must be able to manage financial responsibilities of the organization with a focus on communicating the results to management and the Board of Directors.

The position will report directly to the Deputy Director of the organization. This is considered a “hands-on” role and will be critical in formalizing business processes and in streamlining the accounting and budgeting functions. The position will require strong organization skills and an ability to be a strategic thinker while being cognizant of current and future business opportunities for the organization.

Responsibilities include, but are not limited to:

- Specific knowledge of generally accepted accounting principles for nonprofit organizations;
- Establish and implement strong systems and processes to ensure efficient and timely execution of finance and accounting functions;
- Manage the Part-time Controller’s priorities and financial reporting deadlines;
- Monitor cash position;
- Final approval of the monthly closing process and documentation;
- Prepare the quarterly financial report to the Board of Directors;
- Support grants program with financial reporting as needed;
- Approve all month-end related reconciliations and journal entries as needed;
- Approve expense coding for accounts payable as needed;
- Approve revenue coding for contributions/pledges received as needed;
- Review and approve monthly financial reports for management;
- Assure preparedness for the annual financial audit work activities;
- Supervise the annual budget process;
- Review and approve the annual 990 workbooks for the tax CPA;
- Review the draft audit reports and 990 filing;
- Review analysis forecast for Foundation loan year-end balance;
- Ensure timely filing of government forms and reports to maintain nonprofit and corporate status;
- Support and advise Executive Director and Deputy Director in financial decision making; and
- Other projects assigned to support the growth of the organization.

### **POSITION REQUIREMENT**

- 3-5 years of experience in nonprofit or related industries
- CPA/MBA preferred or equivalent experience

### **PERSONAL REQUIREMENTS**

- Team player with strong communications skills
- Demonstrated ability to work in a fast-paced environment; self-motivated and detail oriented

- Commitment to maintain the highest level of integrity for the organization
- Demonstrated ability to work cooperatively across all levels of an organization
- Demonstrated ability to build confidence and trust in a financial organization

**SOFTWARE**

QuickBooks, Excel, Microsoft Office