# **NSCA**

# **Sample Position Description**

# **Title:** Chief Financial Officer

**Reports to:** President

**Class:** Full-Time

**Type:**  Salary

**Revised:** 9/15/20XX

# **Primary Role:**

*Responsible for directing the company’s overall financial plans and oversees all financial functions including accounting, budgeting and cash management. Ensures timely financial reports and month end financials are available for management. Responsible for interpretation of accounting and financial information in order to assess operating results in terms of profitability and performance against budget.*

**Responsibilities:**

1. Oversee Accountant in preparing month-end financial report for management by the <#> day of each month
2. Assist Accountant in preparing accurate and timely monthly financial statements
3. Establish the financial objectives and policies for the company and prepare reports that outline financial performance
4. Advise staff in the planning, design and implementation of accounting processes
5. Advise senior management on appropriate financial strategies and budgeting techniques
6. Recommend and/or initiate personnel issues in the Accounting Department including, hiring, firing, promotions, disciplinary action, praise and motivation
7. Oversight to all financial and accounting functions including but not limited to payroll, accounts payable, accounts receivable, banking relations, cash management, inventory and collections
8. Works in conjunction with Manager of Information Systems to ensure functionality of the automated accounting and network systems
9. Responsible for identifying opportunities for improvement and implementing related improvements
10. Other duties as required or assigned from time to time

### **Accountability:**

# The Chief Financial Officer will be accountable to the President. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

The Chief Financial Officer shall possess a minimum of a four-year degree in Accounting plus 7 years work experience and CPA certification. Must have working knowledge of computerized accounting systems. Must be proficient with Microsoft Office Suite <or other applicable software>.

## Travel:

It is expected that this position will require a moderate amount of travel.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.