# **NSCA**

# **Sample Position Description**

# **Title:** Treasurer/Chief Financial Officer (CFO)

**Reports to:** President

**Class:** Full-Time

**Type:**  Salary

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

# **Primary Role:**

*The Treasurer/Chief Financial Officer (CFO) sets financial objectives, policy and practices; directs the development, implementation, operation, maintenance, and control of essential business, information, and operating support systems. The Treasurer/CFO is the major adviser to the President on financial issues*.

**Responsibilities:**

1. The accurate, complete, timely preparation and submission of required financial reports, forecasts, quotations, budgets, rates, and analyses

2. The cost effective maintenance, development and implementation of centralized services, systems and management tools, which support operations and contribute to improved cost, quality, productivity, and/or competitiveness

3. The timely and correct interpretation, implementation and/or maintenance of branch and corporate financial policies, practices and procedures, including provision of effective controls

4. Effective and compliant management of cash, inventory, receivables, fixed assets, accounts payables, and short and long-term debt

5. Provision of competent, responsive financial counsel to the President, CEO and other executive staff to maximize bottom line results

6. Delegates authority for receipt, disbursement, banking, protection and custody of funds

7. Analyzes financial records to forecast future financial position and budget requirements

8. Develops policies and procedures for account collections and extensions of credit to customers

9. Directs determination of depreciation rates to apply to capital assets

10. Manages the accounting department; hires, trains and evaluates accounting personnel

11. Advises the President, CEO about property, and liability insurance coverage

12. Assists the Corporate Secretary in the preparation of annual minutes for Shareholder and Board of Directors

13. Maintains the company’s system of accounts and keeps books and records on all company transactions and assets

14. Is responsible for tax planning and compliance with all federal, state and local corporate, payroll and other applicable laws

15. Is responsible for the implementation, and administration of the company’s retirement plan

16. Reviews, establishes and maintains the company’s lines of credit, and maintains financing and leasing relationships.

17. Works with the Manager of Information Systems, Network Administrator, or other information system employees, to ensure that all computerized accounting systems are operating and providing information necessary for the preparation of accurate and timely financial information.

### **Accountability:**

# The Treasurer/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:**

1. Minimum of a Bachelor’s degree in Accounting.
2. Certified Public Accountant and a minimum of five years of work experience including supervisory experience.
3. Knowledge of manual and EDP oriented accounting systems.
4. Proficient with Microsoft Office (Word, Excel, Access, PowerPoint) or other applicable office software.
5. Excellent communications skills, responsible, self-motivated, self-starter, personable, and well organized.
6. Strong management skills, including the ability to work well with and direct the activities of other employees.
7. Ability to recruit, train and motivate personnel in order to provide qualified staff.
8. Willingness to travel in a local or regional area.
9. Valid and current driver’s license.

## 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.