

Chief Financial Officer

REPORTS TO: Chief Executive Officer

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia, South Carolina

Position Summary

The Chief Financial Officer (CFO) provides both operational and programmatic support to the organization. The CFO will work with the chief executive officer (CEO) on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and new funding acquisition. The CFO will be responsible for all financial and business aspects of the organization. including but not limited to, information technology system and the employee benefits program.

The CFO will play a catalytic role in enhancing the financial viability of the organization and will create and effectively deploy financial strategies that will allow Children's Trust to impact child abuse, neglect across the state.

The CFO must be a skilled, financial leader who is passionate about the prevention of child abuse and neglect.

Duties and Responsibilities

As a member of the executive team, make decisions on a wide range of complex issues; participate in various management committees.

Develop finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establish functional objectives in line with organizational objectives.

Establish and execute finance strategies by evaluating organizational trends, studying economic trends, and establishing critical measurements; create financial strategies by forecasting capital, facilities, and staff requirements; identify monetary resources and develop action plans.

Engage the board finance, and investment sub committees around issues, trends, and changes in the short, medium, and long-term financial plans and projections; assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).

Manage and track the performance of Children's Trust endowment in keeping with the policies and investment guidelines established by the Board of Directors.

Assess the benefits of all prospective contracts and advise the executive team on programmatic design and implementation matters.

Ensure adequate controls are in place and substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.

Provide the executive team with an operating budget. Work with the executive team to ensure programmatic success throughout cost analysis support, and compliance with all grant and contractual requirements. This includes 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local, and contractual guidelines, 2) ensuring that all governmental regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.

Oversee the management and coordination of all fiscal reporting activities for the organization including revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.

Oversee all financial activity for staff and participants.

Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs; oversee the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and all employee benefits compliance issues are met, and the preparation of the annual financial statements is in accordance with the U.S. Generally Accepted Accounting Principles (GAAP) and federal, state and other required supplementary schedules and information.

Ensure a disaster recovery plan is in place.

Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds assuring all are in accordance with federal regulations.

Manage and lead technology (IT); procure appropriate IT systems that meet the needs of the organization. Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.), with assistance from executive assistant.

Serve as interim CEO when designated, in accordance with the CEO Leadership Succession and Continuity Plan.

Participate in the hiring and selection process of all finance team members; manage, develop, and coach finance team professionals empowering them to elevate their levels of responsibility, span of control and performance; conduct performance development/evaluation processes with finance staff.

Play a critical role in Children's Trust work; bring expertise, an innovative and open mindset, and a commitment to practices that value the unique perspectives and life experiences of all team members and partners.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at appropriate training and events; build capacity and knowledge of the organization.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Be a certified public accountant (CPA) Preference will be given to those with a master's degree in accounting, finance, business, or relevant field.

Have five to seven years of financial experience and management experience with the day-to-day financial operations of an organization with greater than ten people. Advanced knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.

Embody knowledge of federal and state regulations and policies to include an understanding and ability to interpret and implement the Uniform Guidance 2 C.F.R. Part 200.

Embody knowledge of annual financial statement preparation in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB).

Embody a passionate commitment and enthusiasm for leadership and success in creating and managing effective teams.

Be a critical thinker, well organized and detail oriented; have proficient or expert communication (oral and written) skills; demonstrated ability to be proactive and take initiative; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Demonstrate an entrepreneurial, high-energy, optimistic and contagious passion for the organization's mission, vision, and values. Establish and preserve the reputation as a humble and trusted leader.

Identify strategic opportunities by analyzing market trends, researching competition, analyzing agency performance data, and defining organization-wide standards and services. Demonstrate strong reasoning, problem-solving, and decision-making abilities in developing and executing new strategies and innovative solutions.

Provide clear and authentic communication to all levels of constituents (internal and external). Ensure proactive and comprehensive communication with the board, funders, team members, partners and vendors.

Possess a high degree of learning capacity in order to continuously acquire new knowledge and share intelligence across the organization. Display a desire and ability to effectively and proactively manage the pace of innovative change. Demonstrate the ability to recognize the need for change, to generate enthusiasm for change, and to cultivate commitment to change.

Diligently monitor standards/goals and hold yourself, employees or teams accountable for reasonable growth and change.

Develop a culture that can be adopted across the organization and can transcend change in markets, in business, and in stakeholder demands.

Build and align high performing teams with a shared commitment to high-quality constituent service, problem solving, and collaboration. Cultivate healthy relationships and trust among teams and stakeholders.

Manage light to moderate carrying and lifting of items.

Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties.

Drive and travel throughout South Carolina on a regular basis and nationally as needed.

Have proficiency in all Microsoft Office products, Trello, Zoom, SharePoint, and Blackbaud suite of products to plan execute, engage, and report on work progress and products.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

Chief Financial Officer