

Chief Financial Officer Sample Job Description 4

Small organization—budget between \$1.5 million and \$10 million.

In this model, the CFO wears more hats. The budget can't support specialized staff, so the CFO is responsible for a variety of areas far removed from the finance and administrative functions. These include human resources, information technology, legal, and facilities—and even building relationships with program recipients.

Position Description

345 Nonprofit

Director of Finance and Administration

Organization

The mission of 345 Nonprofit is...

345 Nonprofit currently serves X people annually with a budget of \$Y million.

Please visit www.345nonprofit.org to learn more.

Position

Reporting to the executive director (ED), the director of finance and administration will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to 10 years. S/he will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure.

As a member of the senior management team, the director will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for 345 Nonprofit's expansion to multiple new sites both locally and in other cities. In keeping with 345 Nonprofit's values, the director will also interact with program recipients as a mentor.

Boston

535 Boylston St., 10th Floor
Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

3 Times Sq., 25th Floor
New York, NY 10036
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

Specific responsibilities include:

Financial Management

Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for 345 Nonprofit's board of directors.

Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.

Manage one full-time accounting administrator; hire and retain support staff as needed in the future.

Coordinate all audit activities.

Administrative Leadership and Management

Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.

Lead 345 Nonprofit's technical staff to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.

Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.), with assistance from two office managers.

Program Recipient Mentoring

Develop successful and trusting relationships with the program recipients and create and sustain an environment at 345 Nonprofit that supports these relationships.

Teach/facilitate classroom activity approximately three hours per week, and serve as an advisor for approximately five program recipients (required of all 345 Nonprofit staff).

Qualifications

The director of finance and administration will have at least five to eight years of professional experience, including managing the finance and administration of a high-growth \$10 million to \$20 million organization (preference given to nonprofit experience). S/he will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The director of finance and administration will have the following experience and attributes:

Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance.

Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.

Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.

Experience should include legal, audit, compliance, budget, and resource development.

Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.

Proven effectiveness leading professionals in finance and accounting.

Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.

Flexible and a self-starter; able to multi-task while also being highly detail-oriented.

Personal qualities of integrity, credibility, and a commitment to 345 Nonprofit's mission.

Bridgestar (www.bridgestar.org), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.