



## Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**FUNCTIONAL JOB TITLE:** Chief Financial Officer

**DEPARTMENT:** Finance & Administration

**REPORTS TO:** President and CEO

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### FOR HUMAN RESOURCES ONLY

**FLSA EXEMPT:** Exempt

**DATE:** February 2018

**AUTHORIZED BY:**

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**Purpose:** Responsible for the overall design, planning, implementation, monitoring and evaluation of financial and internal control functions of the organization to ensure timely reporting to the Board. Provides assistance and consultation to the President and CEO and staff regarding financial matters as well as supervisory and technical support to finance program staff.

Ensures that the agency is in compliance with federal, state, county, local and IRS requirements. Maintains partnerships and communication with outside funding sources to allow United Way of Long Island (UWLI) to meet its contractual obligations through its budgets. Primary duties include: the preparation of the annual agency budget, fiscal control and accountability. Serves as a member of the Administrative/Executive Team.

#### Essential Functions:

- Support the Treasurer and the Audit, Finance and Administration (AFA) Committee to assure full effectiveness of their functions in the UWLI governing bodies.
- Develops a strong relationship with the Executive Team, Board Chair, Board Treasurer, Board and AFA Committee, so that they are knowledgeable as to changes in the financial condition of UWLI and the not-for-profit environment. Respond quickly to all changes.
- Maintain the books and records of the organization in accordance with generally accepted accounting principles (GAAP). Remain current on changes in GAAP that may impact UWLI.

- Design and implement internal controls over financial reporting and ensure such controls are operating effectively. Implement changes as necessary based on recommendation from UWLI's independent auditor and/or requests from the Board.
- Prepare and present budgets and lead the AFA Committee and Board through the budget process. Attend all Board meetings and prepare all reports for the Board Treasurer to present.
- Advise the President and CEO of current financial conditions, problems regarding the accounting processes, outcome of audit, etc.
- Meet on a regular basis with the President and CEO to discuss the relationship between programs and fiscal issues.
- Work with the President and CEO on the strategic vision.
- Serve as a member of the Executive Team of the organization and in a back-up capacity in the absence of the President and CEO.
- Participate in contract negotiations, advising the President and CEO and legal advisor on cost related matters.
- Work with Administration/Executive Team to regularly monitor program budgets. Coordinate with program team/grant management program.
- Monitor, reconcile and manage cash for: operating, investment, building and other funds (including all grant funds), on an ongoing basis.
- Perform, direct or coordinate the following: accounts payable, payroll, allocations distributions, designations distributions, accounts receivable, collections and disbursements.
- Represent UWLI with outside funding agencies.
- Serve as primary contact with third parties; employee benefits insurance carriers, independent auditors, banks, pension carriers, health insurance, professional, auto, property, fiduciary, professional malpractice and other insurances as appropriate. Ensure that coverage is adequate and costs are competitive, both of which are subject to annual review.
- Manage any third parties to which accounting or finance functions have been outsourced, including but not limited to third party auditors.
- Assume overall accountability for the implementation and monitoring risk management, including risk mitigation.
- Supervise the organization's information systems, including but not limited to maintaining computers, printers and peripherals, monitoring individual computer applications, and maintaining software proficiency.
- Promote a team and positive working environment.
- Assume assignment and responsibility for other tasks and duties reasonably related to the position's responsibilities.

### **Minimum Qualifications**

Education: BA or BS in accounting or business.

Experience: A minimum of 10 years of not-for-profit experience with large organizations whose operating budgets are greater than \$10 million. Certified Public Accountant (CPA) highly preferred. Extensive experience that demonstrates a thorough knowledge of non-profit accounting and general business administration. Knowledge or experience with federal, state and local services funding and reporting requirements.