

**Sample job description: Chief financial officer**

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| **Employee name** | Full name | **Job title** | Chief financial officer |
| **Direct supervisor** | Full name | **Job title** | Job title |
| **Classification** | [ ]  Nonexempt [x]  Exempt (U.S. only) |
| **Position type** | [x]  Full-time [ ]  Part-time [ ]  Temporary |
| **Working hours** | Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand. |
| **Compensation** | List salary, salary grade and pay range (minimum and maximum salary). |
| **Supervisory responsibilities** | The chief financial officer is responsible for the direct supervision of the controller and the indirect supervision of all employees in the finance, accounting and payroll departments. |

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| **Job summary or purpose** |
| The chief financial officer is responsible for directing and overseeing all fiscal functions of the organization, including the development of a financial strategy with accompanying metrics and the development and maintenance of systems and controls designed to preserve the organization's assets and report accurate financial results. These functions are done in accordance with generally accepted accounting principles and industry best practices. |
| **Essential functions** |
| Essential functions of the chief financial officer include, but are not limited to, the following:* Planning, developing, organizing, implementing, directing and evaluating the organization's fiscal function and performance
* Collaborating with other key leaders on strategic business plans and operational infrastructure development in support of the organization's goals and objectives (including evaluation of potential alliances, acquisitions, and/or mergers as well as pension funds and investments)
* Developing credibility for the finance group by providing timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the chief executive officer, the board of directors and other senior executives in performing their responsibilities
* Evaluating and advising on the impact of long-range planning, introduction of new programs or strategies, and regulatory actions
* Enhancing and/or developing, implementing and enforcing policies and procedures that will improve the overall operation and organization's effectiveness
* Monitoring and submitting all financial reports
* Offering the financial perspective on any contract negotiations into which the organization may enter
* Supervising the controller and other finance and accounting staff
* Optimizing the handling of bank and deposit relationships and initiating appropriate strategies to enhance cash position
* Handling other strategic financial functions as requested
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| **Competencies** |
| * Excellent financial and performance management skills
* Excellent leadership skills
* Communication proficiency, including excellent verbal and written communication skills
* Technical proficiency, including use of databases and finance applications
* Excellent problem-solving and analytical skills
* Personal effectiveness and credibility, including composure under stress
* Integrity
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| **Qualifications and requirements** |
| * Master's and/or bachelor's degree in business administration, accounting or finance with CPA designation (master's degree preferred)
* 10 or more years of progressive financial management experience, preferably in the nonprofit sector, demonstrating business acumen, strategic thinking and a strong operational focus
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| **Work environment** |
| This position operates in a professional office environment with moderate noise and many unscheduled interruptions. Sitting for long periods of time is typical in this position but brief periods of walking or standing may occur. |
| **Physical demands** |
| This position requires speaking and hearing. Frequent typing and writing is customary. Bending and twisting could occur regularly. The employee must be able to lift up to 10 pounds at certain times. |
| **Travel requirements** |
| This position requires up to 25 percent travel. Travel is often outside the local area and overnight. Some travel may be international, depending on current business goals.  |
| **Affirmative action plan or equal employment opportunity** |
| This organization is fully committed to equal employment opportunity, maximum utilization of all employees, and employment and advancement regardless of race, color, creed, religion, sex, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Discrimination of any type will not be tolerated. |
| **Other duties and functions** |
| This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position. Duties, responsibilities and activities may change at any time with or without notice. |

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| **Employee agreement and signature** |
| The employee's signature below constitutes understanding of the job requirements, essential job functions, and other duties and functions of this position; an understanding that the job description is subject to change; and an understanding that reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.  |
| **Employee signature** |  | **Date** |  |

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| **Management and HR agreement and signatures** |
| This job description has been approved by all appropriate management staff. |
| **Direct supervisor signature** |  | **Date** |  |
| **Department manager signature** |  | **Date** |  |
| **HR representative signature** |  | **Date** |  |

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