

UNITED WAY OF SOUTHWESTERN INDIANA POSITION DESCRIPTION

Position: Chief Financial & Administrative Officer
Department: Administration
Immediate Supervisor: President/CEO
Provides Supervision to: Staff Accountant
Job Classification: Salary/Exempt, Full-Time, M-F

Purpose and Scope of Job:

The Chief Financial & Administrative Officer (CFAO) is the organization's senior financial position and oversees all matters related to such. The CFAO is responsible for all accounting, finance, and treasury functions, as well as developing the financial infrastructure and systems needed to safeguard UWSWI's financial assets. The CFAO is also responsible for providing operational leadership and management of proper internal controls, administrative and reporting procedures, information technology infrastructure, and people systems to effectively meet the mission and strategic objectives of the organization. This role serves as a strategic partner to the President & CEO, advising and counseling on all financial matters, contracts, compliance, and enterprise risk, enabling the organization to respond to changing or adverse circumstances.

Essential Responsibilities

Finance & Data Management

- Advise, plan, and directly oversee all financial functions for UWSWI
- Set strategy and review the annual budget
- Review, analyze, and report on monthly results; update strategic financial plans and forecasts; provide quarterly financial reporting to internal and external stakeholders; and manage key contracts
- Monitor the performance and application of investment funds
- Prepare all financial materials for Board of Directors and Finance Committee, presenting information as requested. Also serves on selected taskforces as needed
- Prepare cash flow projections and ensure adequate funding
- Remain current on GAAP principles and tax laws applicable to nonprofit entities
- Oversee grant administration, including federal, state and private grants
- Analyze internal operations and identify areas for process improvement and enhancement
- Monitor financial performance metrics and establish corrective measures as needed
- Foster a success-oriented, accountable environment within the organization
- Provide data analytics strategy and support to other UWSWI teams as needed

Administrative & Operations

- Oversee the functions of human resources, information technology, facilities, and office operations
- Collaborate with the CEO to design, develop, and implement business strategies, plans, and procedures that align short and long-term objectives with organizational vision and operational strategies
- Proactively manage information and technology vendor relationships. Recommend capital improvements as necessary
- Provide oversight and act as primary point of contact for all UWSWI technology and data systems, including CRM.
- Ensure recruiting, onboarding, professional development, and retention strategies are comparable to market
- Oversee the payroll function and ensure compliance with all 403b plan documents, federal and state regulations

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- Oversee all insurance policies, providing for adequate coverage in all areas
- Negotiate, maintain, and ensure compliance with contracts regarding outsourced facilities maintenance

Fiscal/Legal Compliance & Controls

- Ensure internal controls & systems are adequately designed and operating effectively
- Oversee the annual financial statement audit and single audit
- Oversee all tax and other required filings
- Maintain banking relationships; and ensure covenant compliance
- Review financial legal matters and contracts

Leadership & Supervision:

- Provide direct reports clear direction, support, and mentorship to ensure a smooth, cohesive financial operation and attainment of department/individual goals
- Foster regular, open communication and constructive feedback in evaluating performance, ensuring accountability and alignment with organizational vision and values
- Oversee reconciliations, journal entries, cash receipts, directed gift reporting, and payments
- Identify opportunities for training and professional development

Core Competencies:

- Ethical business conduct
- Integrity
- Strategic
- Results-oriented
- Analytical

Qualifications & Requirements:

- Bachelor's degree in accounting, finance or business management required
- CPA and/or Master of Business Administration, a plus
- A minimum of 5 years of experience in a senior financial role in a complex organization with multiple revenue streams and/or as an auditor of nonprofits
- Strong communication skills including a disposition to explain finances and financial concepts to individuals with varying degrees of financial understanding
- An understanding of or experience with nonprofit organizations
- Ability to read, analyze, and interpret complex documents; respond promptly and effectively to inquiries; prepare and deliver effective presentations to staff, board, committee members, and the public
- Analytical skills, including modeling and the ability to apply logical thinking to a wide range of intellectual and practical problems
- Proven self-starter and planner, prioritizing work to meet tight deadlines
- Experience managing finance, human resources and/or information technology
- Working knowledge of IT/business infrastructure, HRIS systems, accounting software and proficiency with Microsoft Office Suite
- Valid driver's license; required minimum insurance coverage and daily access to reliable transportation

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Physical Requirements:

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 20 pounds; talk or hear, read, use hands to handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, calculator, and copy machine.

By signing this job description, I understand the nature and basic expectations of the position as defined by, but not limited to, the information outlined above.

Employee

Date

Supervisor

Date

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not intended to be all-inclusive. It is understood that the employee will also perform responsible related business duties if required by the immediate supervisor or Chief Executive Officer. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or an implied contract.