



POSITION DESCRIPTION

POSITION TITLE: Chief Financial Officer

DEPARTMENT: Executive

CLASSIFICATION: Exempt

APPROVED BY:

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CEO

POSITIONS SUPERVISED: Accounting Assistant, Retail Store Manager, Cremations Supervisor, Groomer

POSITION PURPOSE

Responsible for the overall financial management and fiscal planning for the Kansas Humane Society. Oversees agency computer systems and human resource functions.

ESSENTIAL FUNCTIONS

Accounting Management:

Maintains an accurate general ledger and on-time reports and statements. Reconciles all bank accounts monthly. Reconciles financial statements with Raiser's Edge reports on a monthly basis. Responsible for all internal and external financial statements and reports, including payroll, sales and income tax reports. Monitor cash flow and make appropriate bank account transfers.

Fiscal Management and Reporting:

Monitors the financial position of KHS, ensuring sound fiscal controls and financial integrity of resources. Conducts ongoing analysis of financial information and recommends cost saving items. Develops and utilizes appropriate analytical tools and reporting systems to provide timely, accurate information. Compares budget with variance analysis and recommends corrective action. Consults with department managers as needed on legal, financial and accounting matters.

Fiscal Planning:

Develops and coordinates fiscal planning process with Chief Executive Officer. Oversees annual budget development and provides monthly cash flow analysis. Prepares long range financial forecasting and ensures appropriate planning.

Integrity of Accounting Practices:

Develops and distributes monthly financial reports. Complies with legal filings for federal, state and local documents. Ensures that accounting systems conform to required GAAP and audit principles related to not for profit organizations.

Information Systems:

Responsible for the organization's phone systems, security systems and computer operations, including

hardware/software support, internet access, and e-mail. Oversees the allocation of computer and software resources to ensure organizational goals are achieved and that systems remain current. Develops and oversees ongoing technology improvement plan to ensure that computer systems and software remain current.

Human Resource Management:

Responsible for all payroll functions, including adding new employees, making payroll deductions, direct deposits, and quarterly earnings reports. Responsible for administration of human resource functions, including the following: maintaining/updating all personnel files, researching health insurance plans/ conducting open enrollment for benefits, and filing workers compensation claims/ coordinating care for employees. Prepares appropriate responses to unemployment claims, in conjunction with the Chief Executive Officer. Responsible for oversight of employee policies and procedures, including updating employee handbook as necessary.

Staff Management: Directs and supervises staff in the performance of their respective responsibilities. Effectively develops the skills of staff through delegation, coaching, and feedback. Utilizes performance-based management when counseling and evaluating staff and sets measurable goals for employee growth. Provides guidance and support to staff for meeting goals and identifying resolutions for problems.

Customer Service:

Provides and models timely, polite, and respectful internal and external customer service regardless of the circumstances. Remains calm, flexible, and open to other perspectives. Assures that every individual who enters our agency is recognized and treated as a potential donor. Responds to customer complaints elevated beyond the scope of department supervisors, and works collaboratively to develop positive solutions.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

Bachelors degree in Accounting. Masters degree preferred. Minimum 5 years proven senior level financial management experience preferably in a not-for-profit setting.

EXPERIENCE REQUIRED:

Experience in auditing, compliance, budgeting, payroll, HR and resource development required.

Proficiency in management information systems, including Windows network operating system, Microsoft office products, and Sage accounting software.

SKILLS/ABILITIES:

- Represents the Society in a professional and courteous manner at all times
- Knowledge of all applications of financial accounting.
- Is visible to staff and takes an active role in improving the organization
- Actively participates in meetings and helps identify solutions to organizational issues and problems
- Consistently identifies areas for potential growth – in own department, as well as the larger organization - and effectively implements plans to achieve improvement
- Develops and maintains a positive working relationship with the Chief Executive Officer, regularly taking initiative to improve awareness of pending or current organizational issues and working together to find appropriate solutions.

- Must be very organized, work well with little supervision, and possess a high degree of initiative and self-motivation. Demonstrated ability to gather and analyze facts, devise solutions, and implement plans. Continuously review policies and procedures to create sustainable change and growth in the best interest of the agency, the pets we serve, and all stakeholders and constituents. Commitment to the mission of the Kansas Humane Society. Respect for the human animal bond is a must!

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING:	Ability to speak effectively and communicate clearly and compassionately.
AVERAGE HEARING:	Able to hear average conversations
REPETITIVE MOTION:	The employee will primarily be seated for most job duties—some activity required.
FINGER DEXTERITY:	The employee is regularly required to use hands to type.
AVERAGE VISION:	Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
PHYSICAL STRENGTH:	The employee must occasionally lift and/or move up to 50 pounds. Employee needs to be able to stand, walk, squat down, or sit for several hours at time.

WORKING CONDITIONS

May work in an area with a high noise level and exposure to animals. Also performs work in an office setting. Physical demands of the position include frequent walking, standing, sitting, bending, lifting small items (25 lbs), carrying (25 lbs), speaking, hearing, seeing and depth perception.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Ability to deal with a variety of circumstances with limited standardization.
MATHEMATICS ABILITY:	Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and ratios. Must be able to compile, understand, and utilize data to make decisions when possible.
LANGUAGE ABILITY:	Ability to read, analyze, and interpret documents. Ability to communicate clearly and compassionately regardless of the circumstances.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.