

Position Description

Chief Financial Officer, Project WET Foundation

Supervisor: Dennis Nelson, President and CEO
FLSA Status: Exempt, Regular, Full-Time

SUMMARY

Directs and oversees all financial activities of the Foundation, including preparation of current financial reports as well as summaries and forecasts for future business growth and general economic outlook.

SUPERVISION RECEIVED/EXERCISED

The Chief Financial Officer is supervised by the President and CEO and serves on the Executive Team. The Chief Financial Officer manages staff including an Accountant and a Bookkeeper.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the primary internal financial advisor to the PWF CEO and represent the CEO in PWF financial matters with internal and external contacts.
- Serve as the staff liaison for the PWF Finance Committee.
- Serve as the Grants and Contracts leader for internal and external communications and interactions.
- Responsible for the organization's grants and contracts, working with CEO, executives, Project Managers, contractors and funding agencies to meet acceptable terms for funding vehicles and services needed from application for funds through project completion and close-out.
- Direct the preparation of all financial reports, including income statements, balance sheets, reports to Board of Directors, tax returns and reports for government regulatory agencies.
- Oversee accounting, budget preparation and internal audit functions.
- Meet regularly with program directors/department heads to stay informed and to offer direction.
- Responsible for working directly with independent auditors during annual audit and throughout the fiscal year.
- Oversee the financial aspects of human resources and payroll operations.
- Analyze company operations to pinpoint opportunities and areas that need to be expanded, reorganized, downsized or eliminated.
- Confer with President and CEO, vice president and other management to provide guidance on all financial aspects of the organization and to coordinate and prioritize planning.
- Study long-range economic trends and project company prospects for future growth and opportunities for expansion into new areas. Estimate requirements for operations and other resource needs for an increased work force.
- Supervise investment of funds; work with banks and/or investment bankers to ensure maximum earnings on assets for the short- and long-term needs of the organization.
- Responsible for the organization's financial risk management functions.
- Responsible for the overall financial system, ensuring security, documentation and integrity of financial information of the organization.
- Responsible for the organization's assets, including inventory of sales items.

- Responsible for ensuring compliance with federal and other funding sources regarding all financial requirements of funders.
- Responsible for researching, reviewing coverage and entering into agreements for insurance, benefits and other services on behalf of the organization.
- Responsible for the overall direction, coordination and evaluation of financial staff and their areas. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Train staff in financial matters.
- Provide executive-level leadership and management assistance to President and CEO in support of the work of the Foundation.
- Open to continuing training and upgrading of skills.
- Able to travel, as needed.
- With input from supervisor, establish annual work plan, budget and timeline based on the Foundation's strategic priorities.
- Set, with input from supervisor, and meet annual Key Performance Indicators (KPIs) based on annual performance review.
- Work to advance the Foundation's strategic business objectives.
- Serve as Foundation Assistant.
- Perform other duties as assigned.

QUALIFICATIONS

Skills and Abilities:

To perform the job successfully, an individual should demonstrate the following knowledge and skills to perform the essential functions of this position.

- *Dedication:* committed to achieving results under demanding time frames.
- *Analysis:* synthesizes complex or diverse information.
- *Problem solving:* identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Oral communication:* speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- *Delegation:* delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- *Leadership:* inspires and motivates others to perform well, and accepts feedback from others.
- *Management skills:* includes staff in planning, decision-making, facilitating and process improvement; available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- *Quality management:* looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgment:* displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- *Planning/organizing:* prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Safety and security:* actively promotes and personally observes safety and security procedures, and uses

equipment and materials properly.

- *Integrity*: possesses high ethical standards and expects the same from all others in the organization.
- *Confidentiality*: maintains confidential organization information.

Education and Experience:

- A minimum of 5-10 years of experience in a senior financial role.
- Bachelor's or master's degree in accounting required.
- Additional education and experience in finance, business or business management is a plus.
- CPA designation.
- Proven success in financial management in business, government agency or non-profit organization.
- Nonprofit financial experience is a plus, especially in the preparation of Form 990 and other required financial documents.
- Knowledge of current financial and accounting systems; QuickBooks preferred.
- Excellent verbal, analytical, organizational and written skills.
- Experience managing and administering grants and contracts preferred.
- Experience working with an inventory-driven organization preferred.

Physical Skills and Abilities:

- May require ambulatory skills sufficient to visit other locations; or the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 – 50 pounds.
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information.
- Requires ability to sit at a computer for long periods of time.
- Possess the speech, visual and hearing capacity necessary to respond efficiently, effectively and alertly to all circumstances.

The Project WET Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Application Procedure

Please send an email to Project WET Foundation President and CEO Dennis Nelson (dennis.nelson@projectwet.org) with the following attachments in .pdf, .doc, .txt or .rtf format:

1. A cover letter highlighting your relevant qualifications
2. A resume

For any additional information, please contact Project WET Foundation Communications Manager Nicole Rosenleaf Ritter via email (nicole.ritter@projectwet.org) or phone (406-585-4115).