



Position Title:	Chief Financial Officer (CFO)
FLSA Status	Exempt, Salaried
Job Status	Regular, Full-time (40 hours/week)
Program Site	Transitions' Administrative Office
Reports To	Executive Director of Mission and Services
Salary	Range from \$105,000 - \$135,000, DOE
Job Summary	In keeping with Transitions' mission and core values, the CFO serves as the organization's senior financial leader, responsible for ensuring fiscal integrity, regulatory compliance, and long-term financial sustainability.
Essential Job Duties	<p>1. Financial Strategy & Leadership</p> <ul style="list-style-type: none"> • Lead financial strategy, planning, and forecasting. • Provide strategic financial input and leadership for organizational decision-making. • Participate in the Management Team and Board of Directors; help develop solutions to business challenges. • Act as a key advisor on programmatic and enterprise decisions. <p>2. Financial Planning, Reporting & Board Relations</p> <ul style="list-style-type: none"> • Develop and manage the organizational budget, including program-level budgets, in collaboration with leadership. • Provide financial insights and reporting in support of fundraising and development activities. • Prepare and present financial reports to leadership, Board, and Finance Committee. • Serve as primary staff liaison to the Finance Committee. • Collaborate with the Executive Director and Board on strategic initiatives. <p>3. Accounting Operations & Financial Controls</p> <ul style="list-style-type: none"> • Design and implement internal financial controls and policies. • Oversee bookkeeping and provide supervision to all finance staff, third parties. • Coordinate month-end and year-end closing processes. • Reconcile bank accounts and manage online banking transactions. • Establish depreciation methodologies for capital assets. • Maintain accurate financial records and systems. <p>4. Cash Flow, Risk & Treasury Management</p> <ul style="list-style-type: none"> • Manage cash flow, reserves, and financial risk. • Ensure efficient cash flow across all programs. • Oversee insurance coverage and risk management (property, liability). • Obtain certificates of insurance as required by funders. <p>5. Grants & Compliance Management</p> <ul style="list-style-type: none"> • Oversee grant compliance, reporting, billing, and drawdowns. • Ensure proper cost allocation methodologies. • Prepare budgets for grant applications. • Monitor grant spending to maximize utilization.

	<ul style="list-style-type: none"> • Coordinate with development team on pledges and funding reporting. <p>6. Audit, Tax & Regulatory Compliance</p> <ul style="list-style-type: none"> • Coordinate external audits and prepare financial records for auditors. • Support preparation of IRS Form 990 and other annual renewals/registrations. • Oversee tax-related filings (e.g., payroll taxes, sales taxes). • Review financials, audits, and tax returns for related entities (e.g., LLCs). <p>7. Payroll, HR & Administrative Oversight</p> <ul style="list-style-type: none"> • Oversee payroll processing and payroll reporting. • Manage unemployment insurance and related HR financial tasks. • Assist in compensation planning and salary scale decisions. • Manage HR department staff and relationships. <p>8. Investment & Asset Management</p> <ul style="list-style-type: none"> • Oversee investment accounts. • Monitor asset management, including depreciation and capital assets. <p>9. Cross-Functional Collaboration</p> <ul style="list-style-type: none"> • Coordinate with Development on fundraising goals, reporting, and pledges. • Collaborate with program leaders on budgeting and financial performance. • Provide financial education and guidance across departments. <p>10. Additional Responsibilities</p> <ul style="list-style-type: none"> • Manage IT and Facilities functions, staff, and applicable third-party relationships. • Within the context of the stated principal job duties, and consistent with Transitions fundraising and marketing efforts, serve as ambassador and positive representative of Transitions mission, values and programmatic efforts. • Perform other duties as directed.
Key Accountabilities	<ul style="list-style-type: none"> ➤ Arrive on time and ready to work assigned schedule. ➤ Interact with co-workers, other professionals, and all interested parties in a professional manner. ➤ Take direction, interact and maintain open communication with supervisor. ➤ Coordinate and cooperate with supervisors, subordinates, and co-workers. ➤ Comply with company policies and procedures. ➤ Ability to work in a collaborative team environment with multiple demands.
Job Competencies	<p>Integrity and Trust: Is someone that is truthful and honest. Is willing to admit mistakes and does not misrepresent self for personal gain.</p> <p>Decision Making: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.</p> <p>Strategic Thinking: Formulates objectives and priorities and implements plans consistent with the long-term interest of the organization.</p> <p>Planning: Determines the length and difficulty of tasks and projects. Breaks down work into process steps. Develops schedules and anticipates problems or roadblocks.</p> <p>Organization: Can arrange resources and information in a useful manner to get things done and accomplish goals.</p>

	<p>Partnering: Develops networks and builds alliances; collaborates across boundaries to build relationships and achieve common goals.</p>
<p>Minimum Education, Experience and Training</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree in business, finance or equivalent. <ul style="list-style-type: none"> ○ CPA preferred • Eight or more years of substantive experience in accounting and financial management; previous experience with nonprofit organizations preferred. • Knowledge and understanding of general business matters required including budget development, financial reporting, cash management, business taxes, banking, and grant management. • Knowledge of computer accounting systems, especially QuickBooks Online, and project management. Personal computer skills are required. • Experience with investment management and asset allocation preferred. • Experience in effectively managing a staff team of 2-5 people and/or contract firms. • Ability to relate effectively to diverse groups of people from all social and economic segments of the community. • Ability to pass criminal history background check.
<p>While this job description is an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary. This job description does not represent a contract for employment.</p>	
<p>Employee Signature:</p>	<p>Date:</p>