



JOB DESCRIPTION CHIEF FINANCIAL OFFICER

JOB PURPOSE: The Chief Financial Officer (CFO) provides both operational and programmatic support to West Virginia Regional Technology Park. The CFO supervises the finance unit. The CFO reports directly to the Executive Director/CEO and directly assists on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.

TASKS:

- Assist in performing all tasks necessary to achieve the WV RTP mission and help execute staff succession and growth plans.
- Train staff on raising awareness and knowledge of financial management matters.
- Work with the Executive Director/CEO on the strategic vision
- Participate in developing new business, specifically: assist the Executive Director/CEO in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
- Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Provide the Executive Director/CEO with an operating budget. Work with Executive Director/CEO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.
- Oversee the management and coordination of all fiscal reporting activities for WV RTP including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Oversee all purchasing and payroll activity for staff and participants.
- Develop and maintain systems of internal controls to safeguard financial assets of WV RTP and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and all 403(b) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Attend Board and Subcommittee meetings; including being the lead staff on the Audit/Finance.
- Monitor banking activities of WV RTP.
- Ensure adequate cash flow to meet the organization's needs.
- Serve as one of the trustees and oversee administration and financial reporting of WV RTP Savings and Retirement Plan.
- Investigate cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.



- Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by Executive management, and Board of Directors.
- Assist in the design, implementation, and timely calculations of wage incentives, commissions, and salaries for the staff.
- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
- Oversee business insurance plans and health care coverage analysis.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.

EDUCATION AND EXPERIENCE:

- Completion of a bachelor's degree at an accredited college or university or equivalent work experience.
- Completion of a master's degree at an accredited college or university or equivalent work experience.
- Certified Public Accountant (CPA) preferred.
- The Controller or Chief Financial Officer level.
- Five to seven years of financial experience and management experience with the day-to-day financial operations of an organization of at least 50 staff persons.
- Two years of direct service delivery experience working with long-term unemployed adults.
- Any equivalent combination of education and experience determined to be acceptable.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, TANF program regulations and compliance requirements, and appropriate Code of Federal Regulations sections.
- General office software, particularly the Microsoft Office Suite and MIP software (or other similar not-for-profit general ledger software) and use of databases.
- Create and assess financial statements and budget documents.
- Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, participants, and employers.
- Communicate effectively in both written and verbal form.

TRAINING REQUIREMENTS: See Above

PHYSICAL DEMANDS: None

WORK ENVIRONMENT: Administrative/Office