

Community Action Agency of Columbiana County, Inc.
7880 Lincole Place, Lisbon, OH 44432
330/424-7221

JOB DESCRIPTION

POSITION: Chief Financial Officer
SUPERVISOR: Chief Executive Officer
FLSA Classification: Exempt, Salaried

JOB SUMMARY: Responsible as the principal financial officer of the Corporation. Will exercise direct line authority over all fiscal operations of the Corporation.

Specific Job Qualifications

- Minimum of a Bachelor's Degree in Finance, Public Administration or a related field.
- Must have five (5) or more years' experience in non-profit finances or related position or field. Three (3) of the years' experience must have been in a supervisory or administrative capacity.
- Experience in long and short range fiscal planning and monitoring at an organization wide level preferred.
- Experience in preparing and analyzing budgets required.
- Current insurable drivers' license and proof of automobile insurance required.
- Insurable and Bondable under Agency policy.

Specific Requirements

- Must have knowledge of regional, state and federal funding regulations affiliated with non-profit organization.
- Must have good group and interpersonal communication skills.

Essential Job Functions

- Ensures that monthly finance reports are prepared in accordance with GAAP and presented to the Board of Directors in a timely manner.
- Ensures that fiscal management is sufficient to ascertain compliance with corporate, local, state, and federal polices/regulations and reduce or eliminate audit findings.
- Will work with Human Resources to negotiate agency pension, health and liability insurance.
- Maintain agency contracts
- Develop and maintain systems of internal control to safeguard financial assets of the organization and oversee federal, state and local awards and programs.
- Oversee the coordination of activities of independent auditors in regards to Uniform Grant Guidance(2CFR Part 200). Ensure all 2CFR Part 200 and 403(b) compliance issues are resolved.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds assuring all are in accordance with federal regulations.

- Assist in performing all tasks necessary to achieve the organization's mission.
- Monitor space cost pools and deMinimis calculations.
- Monitor all corporate expenditures for appropriateness and corporate expenditure reports for timeliness and accuracy.
- Recommend changes in corporate and fiscal policies/procedures as the need arises.
- Provide fiscal support to all program directors.
- Assist program directors with budget preparation and financial forecasting and program reporting.
- Monitor financial status of outside contracts.
- Responsible for all fiscal components of the Corporation.
- Responsible for maintaining good relationships and communication with federal, state and local providers.
- Assist the Chief Executive Officer and Program Directors in planning and implementing projects.
- Annually assess all positions under direct supervision.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals inside and outside the Agency.
- Maintain affiliations with various community and programmatic organizations associated with Community Action Agency.
- Ensures that the Agency procurement system is followed and in accordance with all pertinent requirements.
- Perform all other tasks as assigned by Supervisor.

Non-Essential Job Functions

- Committee Assignments as directed by Supervisor

Other Skills/Abilities/Documentation

- Be a self-motivator
- Knowledge of Community Action Programs
- Able to pass FBI and Ohio BCI criminal background checks, Motor Vehicle Records check, Drug and Alcohol Test and pre-employment physical.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.