

JOB DESCRIPTION

Position: Chief Financial Officer (CFO)

Employment Classification: Exempt

Reports To: CEO/President

Supervises: Controller, Building Maintenance Supervisor/Safety Officer, and Planner/Grants Writer

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Chief Financial Officer is responsible for managing the corporation's financial operations, overseeing financial planning and record-keeping, developing and providing comprehensive reports to the CEO/President, board of directors, and funders, and supervising the fiscal department. The ideal candidate must be detail-oriented, capable of establishing systems and processes to meet deadlines, possess strong decision-making and analytical skills, and work effectively in a collaborative environment.

Qualifications & Requirements:

Education: Minimum of a bachelor's degree in Accounting, Business, Finance, or related field with a commitment to complete the Management Training Program within 12 months of hire.

Experience: 7 years' experience in financial management, preferably at the Controller level working with a not-for-profit or private sector organization.

Mental Concentration: Considerable concentration

Interruptions: Occur intermittently

Physical Demands: Light physical effort in a predominantly sitting position. Potential eye strain.

Special Demands/Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation. (validated yearly minimum)

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to staff/participant geographical and identification data, health/mental health and developmental status, individual or family economic details, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

Duties may include any or all of the following: This list is intended to be representative.

01. Responsible for managing the financial risks of the corporation
02. Responsible for financial planning, record-keeping, and financial reporting to program managers, CEO/President, Board of Directors and funders, including data analysis
03. Oversee and monitor all activities of the financial department, and is the chief financial spokesperson for the organization
04. Assist senior management members on all strategic and tactical matters as they relate to budget management, cost-benefit analysis, forecasting needs, and the securing of new funding
05. Prepare program budgets, review expenditures, and ensure compliance
06. Set planning goals and oversee developmental activities, including new sources of grants and funding
07. Monitor governmental circulars and regulations to inform personnel to ensure compliance
08. Oversee human resource functions, including staff development and staff conflict resolution as it relates to direct reports
09. Implement and interpret policies enacted by the Board of Directors and provide input into the policy-making process when requested

- 10. Evaluate, monitor, and/or enforce leases, contracts, insurance policies, and personnel benefit packages
- 11. Prepare bid specifications, seek authorization to purchase capital items, and enforce budgets
- 12. Approve all purchase orders and expenditures
- 13. Responsible for coordinating and completing all required audits and reporting.
- 14. Provide support to the CEO/President as needed and attend meetings and seminars as a representative of the corporation
- 15. Complete forms, timecards, reports, correspondence, evaluations, and other paperwork as required
- 16. Assist in special projects or assignments as directed

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:

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ANNUAL SALARY:

\$130,873.60 - \$136,108.54

HOURS PER WEEK:

40