Position Title: Chief Financial Officer

Position Summary: Responsible for creating a proactive, strategic, data driven, fiscally sound management plan for the agency. Serves as the lead financial consultant to ensure that the agency's finances are strong and stable and will enable the agency to thrive in the emerging environment. Ensures that all aspects of the agency's financial structures are run efficiently and effectively. The position is mostly internally focused, but also works with external contractors and vendors to maintain seamless agency business operations.

Qualifications:

Education: Graduation from an accredited college or university with a degree in finance or accounting and/business. CPA preferred.

Experience: At least five years of experience in all areas of accounting, in addition to financial statement preparation/analysis, budgeting and audit preparation. Experience with oversight and management of human resources functions and vendor contracting. Extensive experience working in the non-profit behavioral health care arena preferred.

Skills: Ability to develop a viable short-term and long-term financial strategy for the agency in conjunction with the CEO, agency’s operational leadership team and Board of Director’s Finance Committee. Ability to develop a sound and comprehensive human resources structure that adequately addresses the level of need of the agency and its employees. Ability to communicate articulately and effectively with Board of Directors, agency leadership, funders, vendors, partner agencies, staff and clientele. Possesses a strong commitment to the coordination of services, operational functions and working in a team environment.

Performance Requirements:

Administrative Responsibilities:

• Uphold and follow the agency core values of integrity, empowerment, inclusivity and innovation in all aspects of the position.
• Create a welcoming, respectful, and safe environment.
• Share ideas and concerns in a constructive and respectful manner.
• Follow rules and requirements of all federal, state, local, and accrediting bodies.
• Consistently exercise discretion and judgment in regard to agency operations
• Coordinate the daily financial operations of the agency.
• Prepare the financial statements on a monthly basis and present at the Board of Director’s Finance Committee and full Board meetings.
• Maintain all accounting records and general ledger accounts for the Agency.
• Develop and analyze all financial statements and reporting required by all funding sources.
• Prepare all state, county, city and private grant funded financial reports by posted deadlines.
• Actively monitor unit costs and productivity levels of staff and adjust budget and billing rates as necessary.
• Monitor cash flow to ensure that adequate levels of cash are available to meet the agency’s needs at all times.
• Maintain cash accounts.
• Coordinate payroll and payroll tax preparation.
• Coordinate accounts payable function.
• Coordinate the preparation for the annual financial audit. Prepare or delegate the preparation of the 990 tax form on behalf of the agency.
• Coordinate human resources issues as needed to include: calculation of PTO, new hire information and maintenance of personnel files. Monitor work of payroll processing vendor and human resources support vendor.
• Work directly with CEO and Board of Director’s Treasurer to ensure that Agency’s financial accountability, credibility and fiscal health is maintained.
• Assist in developing, implementing and monitoring the agency’s fiscal and human resources policies, procedures, annual goals and objectives.
• Supervise staff at both locations that are responsible for financial and accounting functions.
• Oversee the agency’s compliance with all federal, state and local finance and accounting practices.
• Manage the agency’s resources in an effective and efficient manner.

Syntero provides equal employment opportunity to all individuals regardless of their race, color, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.
• Assist in planning and budgeting as a member of the internal operations and leadership team.
• Work with other management staff to ensure that the agency is compliant with all regulations, standards, and policies of funding and accrediting bodies.
• Represent agency at designated community, partner agency and systems meetings.

**Overall Supervisory and Leadership Responsibilities:**
• Recruit, train, supervise and retain qualified professional staff.
• Supervise and evaluate fiscal and accounting staff’s administrative practices.
• Develop and recommend personnel policies, salary levels and merit increases for all financial management staff.
• Coordinate the development of appropriate trainings to meet staff development needs.
• Ensure that the staffing levels are at the appropriate levels at all times to meet overall agency goals and to meet community service demands.
• Review paperwork/documents of staff for accuracy.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Classification:** Exempt

**Hours Required:** 40 hours/week

**Location:** Dublin office

**Supervised by:** Chief Executive Officer

________________
Employee Signature

________________
Date

---

Syntero provides equal employment opportunity to all individuals regardless of their race, color, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.