

**Title:** Chief Financial Officer (CFO)  
**Starting Pay:** \$85,000  
**Job Status:** Exempt  
**Reports to:** Chief Executive Officer (CEO)

**GENERAL DESCRIPTION:** Provides oversight of fiscal operations for the Early Learning Coalition of The Emerald Coast (ELC-EC) in accordance with Generally Accepted Accounting Principles (GAAP), the State and Federal legislation, and regulations and in accordance with ELC-EC policies and procedures. Responsible for compliance with all grant requirements related to School Readiness and Voluntary Prekindergarten services in assigned areas. Works closely with the Chief Executive Officer, assigned team, and board committees to create, develop, and implement services that support local and state initiatives. Serves as a member of the Senior Leadership team. Works with Senior Leadership to revise and implement the Coalition's School Readiness Plan and administer the Voluntary Prekindergarten program. Assists with the execution of the Coalition's Strategic Plan.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Leads, supervises, trains, and evaluates accounting team to perform and meet department responsibilities and objectives effectively and efficiently.
- Prepares monthly financial statements and performs fiscal analysis, including monthly slot utilization reports;
- Provides high-level guidance and reports to the CEO to ensure strategic goals and program-related matters are accomplished to ensure all grants conditions are met;
- Manages the agency's accounting and financial operations, including preparing monthly financial statements and performs fiscal analysis;
- Ensures the timely processing of payment to childcare providers, vendors, and other disbursements;
- Performs HR functions to include compensation and benefits, compliance, and performance management to include performance evaluation process, providing guidance on performance management and disciplinary actions
- Processes payroll biweekly and ensures the timely filing of Federal and State tax returns, registrations, and information reports;
- Assists with all external and internal fiscal monitoring, including Single Audit and DEL audits;
- Manages the agency's annual budget process, prepares proposal budgets, and other budgets as directed;
- Monitors expenditures in accordance with approved budgets, conducts monthly budget to actual reviews with department COO, reviews budget to actuals with CEO, and makes recommendations to minimize budget surplus or deficit;
- Ensures compliance with all grant, contract, or other guidelines;
- Ensures invoices are correct and submitted timely;
- Hires, supervises, trains, and evaluates department personnel;
- Produces and reviews standard and requested reports;
- Researches, pulls, and reviews documentation related to department activities;
- Assists in development and implementation of goals, policies, priorities, and procedures relating to assigned department;
- Understands and applies activity to appropriate funding sources and Other Cost Accumulators (OCAs);
- Reviews and updates policies and procedures, as directed;

- Maintains and updates position manuals, as directed;
- Provides audit support; and, Participates in ELC-EC conducted trainings and activities, as assigned.
- Oversight of contracts and procurement documentation
- Oversight of monthly account reconciliations and post adjusting entries
- Performs monthly Bank reconciliation
- Review and audit Accounts Receivable, Accounts Payable and Payroll
- Maintain internal controls and ensure compliance with all finance policies and procedures

This list of essential functions is not intended to be inclusive. The ELC-EC reserves the right to revise this job description as needed.

**OTHER REQUIREMENTS:**

- Maintains confidentiality with highly sensitive information;
- Attends work related team meetings and workshops as directed;
- Participates in ELC-EC collaborative efforts as needed;
- Follows the ELC-EC policy and procedure on reporting abuse and/or neglect;
- Promotes and follows safety policies in the workplace;
- Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
- Must maintain Level I Background Screening;
- May be subject to drug tests;
- Maintain a professional, well-groomed appearance;
- Enhances the organization's reputation by accepting ownership for accomplishing new and different requests;
- Explores opportunities to add value to job accomplishments, and;
- Contributes to team effort by accomplishing various other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to follow oral and written instructions;
- Ability to work under pressure and meet deadlines;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to perform mathematical calculations;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Ability to read, understand, and apply appropriate rules and regulations;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks;
- Ability to work with minimal or no supervision; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.

**QUALIFICATIONS:**

***REQUIRED:***

- Bachelor's degree in accounting or related field;
- Three (3) years' experience in non-profit, accounting, business management, and supervision;
- Bondable
- Proficiency in Microsoft Office Suite.

***PREFERRED:***

- Five (5) years' experience in non-profit, accounting, business management, or closely related field, and supervision
- Certified Public Accountant (CPA)
- Advanced Microsoft Office skills

**PHYSICAL ACTIVITY/WORKING CONDITIONS:**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
  - Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear;
  - Must be able to lift and/or move up to 20 lbs.; and,
  - Specific vision abilities required by this job may include close vision and ability to focus for long periods of time.
  - Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
  - May be exposed to outside weather conditions;
  - Temperature in the buildings may fluctuate;
  - Children are present during normal operating hours; and,
  - May require overnight travel.
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