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POSITION TITE	CHIEF FINANCIAL OFFICER (CFO)
REPORTS TO	CHIEF EXECUTIVE OFFICER (CEO)
CLASSIFICATION	EXEMPT/SALARY

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YWCA Central Alabama is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. We work every day to make positive impacts in the community by responding to the needs of women, children and families.

**SUMMARY**

The Chief Financial Officer (CFO) will be a key member of the Executive Management team and will report directly to the Chief Executive Officer (CEO). The CFO will have primary day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities of the organization in accordance with generally accepted accounting principles and in accordance with financial management techniques and practices appropriate within the non-profit environment. In addition, the CFO will play a critical role in collaborating with Leadership and the Board in strategic decision-making and operations, as YWCA Central Alabama continues to enhance its quality programming and building capacity.

The CFO will engage in and foster continuous collaboration among the Program Directors, Program Managers and Program Coordinators to infuse the organization's mission into all of the programs. The CFO must maintain positive working relationships with all constituents, program staff and the public, with appropriate knowledge and experience to achieve the goals of the organization and its mission of eliminating racism and empowering women.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitor and coordinate all financial activities for YWCA Central Alabama including payroll, the payment of bills, the recording of all revenue and contributions, and all financial transactions.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate the monthly and annual financial statements; collate financial reporting material for all donor segments, and oversee all financial, project/program activities.
- Submit monthly/quarterly grant expenditures for reimbursement.
- Oversee and lead the annual budgeting and planning process in conjunction with the CEO, the COO, Program Directors, Program Managers and Program Coordinators; administer and review all financial plans and budgets; monitor all financial progress and financial changes;

and keep the Executive Leadership Team, the Senior Leadership Team, the Board, and the Finance Committee abreast of the organization's financial status.

- Manage organizational cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices and procedures; review and update the finance department's overall policies and procedures manual as needed.
- Effectively communicate and present critical financial matters to the Board.
- Coordinate and lead the annual audit process, liaise with the external auditors and the Finance Committee of the Board; assess changes and make recommendations as needed.
- Oversee and monitor the Capital Campaign budget, including income and expenses.
- Evaluate and advise on the financial impact of long-range planning, the introduction of new programs, new strategies, and regulatory action.
- Assist the Development Office in cultivating relationships with potential donors and supporters for YWCA Central Alabama.
- Continue to build relationships with community stakeholders to advance the YWCA Central Alabama's programs, as well as its' overall mission and goals.
- Represent YWCA Central Alabama at special events, community meetings and national events and programs.
- Oversee financial transactions relating to all fundraising events.
- Create an organization-wide procurement processes that builds efficiencies across the organization.
- Develop financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; and developing action plans.
- Advise from the financial perspective on any contracts into which the organization may enter.
- Oversee HR functions, processes and procedures related to compensation and benefits. Including but not limited to the creation and oversight of salary bands, the qualifications and pay ranges for each position in the organization as well as monitoring the YW's compliance with salary bands and requirements.

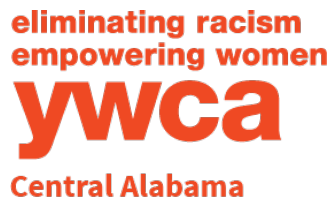
Qualifications:

Minimum of a BA. MBA/CPA or related degree preferred.

Minimum of 7 to 10 years of overall professional experience; ideally six-plus years of Board financial and operations management experience.

A proven track-record in grants management.

Strong analytical skills with the ability to assess the financial viability of programs and initiatives.



Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software. Knowledge of Blackbaud Financial Edge software is a plus.

A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.

Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

A multi-tasker with the ability to prioritize multiple projects, and the ability to work in a fast-paced environment.

Personal qualities of integrity, credibility, and dedication to the mission of the YWCA Central Alabama.

#### **KEY QUALIFICATIONS**

The ideal candidate will have a Master's degree, CPA, CMA or MBA – minimum six (6) years relevant accounting experience and five (5) years in a management role. Non-profit accounting and Blackbaud/Financial Edge experience preferred. The candidate will possess problem-solving skills; reasons logically and analytically to reach decisions. The candidate will possess the ability to act decisively and support all aspects of the organization, sets challenging goals (individual and organization), communicates clearly and listens carefully in an open, candid and consistent manner. The candidate will have superior critical thinking capabilities and experience developing and implementing strategies and plans, and ideally overseeing major initiatives.

#### **WORK ENVIRONMENT**

The work for this position takes place in an office environment, requiring working at a computer or desktop for long periods of time.

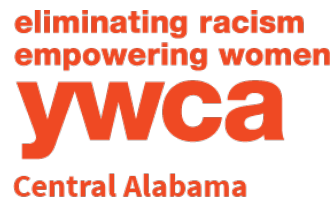
#### **PHYSICAL DEMANDS**

This is a physically active role that would require the ability to lift up to 20 pounds.

#### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time position. Days and hours of work are Monday through Friday, shifts are between 8:00 am – 5:00 pm. Some flexibility in hours is required based on organizational needs, but the employee must work 40 hours each week to maintain full-time status and at least 30 hours each week to maintain health benefits.

#### **TRAVEL**



The candidate in this position will need to be able to travel independently to events and meetings in the office and in the community.

#### OTHER DUTIES

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.