

Chief Financial Officer (CFO) – Tucson, AZ

Goodwill of Southern Arizona is a leading non-profit organization providing rehabilitation/social/community services to the Tucson metro area as well as other communities across Southern Arizona. This key position performs a variety of accounting, financial analysis, and management functions and is responsible for all phases of general accounting, budgets, methods and procedures, taxes, and internal and external auditing. In addition, responsibilities include investigating, evaluating, and recommending policies to ensure the utilization of sound fiscal, financial policy and procedures. This position reports directly to the organizations President and CEO.

CONTRIBUTIONS:

- **Keep current with economic trends in relation to the types of investment accounts available to the organization, and advises the President/CEO on appropriate resource management.**
- **Develops and implements accounting standards and procedures ensuring that uniform accounting practices, adequate internal controls, and compliance with order or regulations issued by CARF, GIA, GAAP, and appropriate government agencies.**
- **Establishes the fiscal, financial, and cash management policy for the organization, and facilitates the utilization of, and adherence to, the policy.**
- **Develops and implements the goals and objectives for the department as well as the annual budget.**
- **Spearheads the annual budget process for the organization and develops the final budget report for the President/CEO and Board of Directors.**
- **Assists the President/CEO in the maintenance of a solid economic base for the organization.**
- **Provides functional direction, coordination, and advice to all department heads in their accounting activities.**
- **Protects the assets of the organization through internal control, internal auditing, and adequate insurance coverage.**
- **Ensures for the overall efficiency and effectiveness of the Work Center, to include bidding, job set up and completion, inventory control, quality control and billing.**
- Directs the preparation and maintenance of GIT financial, accounting, and statistical records, including general accounting and property accounting.
- Ensures that the annual audit conducted by an external CPA is completed accurately and on time.
- Ensures compliance with all tax reporting standards for the organization.
- Reviews all long term debt and line of credit documents negotiated by GISA prior to commitment to inform the President and Board of Directors of any terms which may result in an unacceptable level of liability or create a long term ratio of debts to assets which are not in compliance with financial policies.
- Complies with GII annual statistical reports and provides timely and accurate allocation percentages to GII.
- Complies with the accounting related aspects of all grants and rehabilitation contracts.
- Completes special reports and projects as requested.
- Ensures the smooth and accurate operation of all accounting functions.
- Facilitates good communications between employees and management through interpersonal and professional communication.
- Implements and maintains compliance of pertinent CARF accreditation standards for both departmental and agency requirements.
- Trains staff in matters pertaining to the department (i.e., departmental analysis, reading financial statements and procedures).
- Provides accurate monthly and quarterly financial analyses of all operations.
- Forecasts pertinent activities (i.e., cash flow and profit statements) and analysis of special projects as assigned.
- Follows all company and department policies and procedures.
- Demonstrates good work habits for employees and program participants, maintaining a good attitude towards the operation of the entire facility, and is a positive role model for individuals receiving rehabilitation services.
- Ensures all safety rules are adhered to and the general upkeep of your area meets the organizations standards. Reports accidents or injuries immediately.
- Maintains a high level of confidentiality regarding the organization and persons receiving services.
- Assists in other areas as requested.

CAPABILITIES:

- Bachelors Degree in Accounting or Finance.
- 7+ years working experience in an accountant level position and 5+ years supervisory experience.
- Knowledge of computerized accounting systems, such as ADP, Excel, and Access.
- Knowledge of AZ state and federal laws pertaining to the Accounting and Finance function.
- Knowledge of accounting responsibilities for 501(c)(3) organizations desired.
- Above average knowledge of the Tucson business community and its needs.
- Acceptable working knowledge of bidding requirements.

- Ability to also manage 1-2 IT staff would be a plus.
- Prior non-profit and/or social services experience would be a plus.
- Highly organized, excellent verbal and written communication skills, able to work with minimum supervision, collaborative team player.
- Ability to develop and maintain effective working relationships with Board of Directors, executive team, supervisors, co-workers, customers, donors, and persons receiving services.
- Ability to maintain a positive, friendly attitude and a neat, clean, and well-groomed appearance.
- Ability to provide support services by working with disabled/disadvantaged persons and assisting in the rehabilitation process.

To apply, please forward resume and summary of qualifications to Suzanne Lawder (lawder@goodwill-tucson.org)