

## Chief Financial Officer

Department: Fiscal  
Salary: DOE  
Reports to: President & CEO  
FLSA Status: Exempt

### **Overview of the position**

Reporting to and partnering with the president & CEO, the Chief Financial Officer (CFO) will participate in setting the Tucson Urban League's (TUL) fiscal policy and direction.

The CFO is an active participant in and driver of the organization's overall program and fiscal strategy.

S/he will lead the financial administration, business planning, and budgeting of TUL.

As a member of the senior leadership team the CFO will work closely with the Finance, Audit and governance committees of the board of directors.

The CFO will lead Tucson Urban League's Fiscal, and Information Technology (IT) departments.

### **Strategy Component of the Position:**

- Partner with the president on all operational and strategic issues as they arise; provide strategic recommendations to the president based on fiscal analysis and projections; utilizing in part cost allocation and revenue/expense analysis.
- Participate in the ongoing strategic planning process as an integral member of the executive management team.
- Oversee long-term budgetary planning and cost management in alignment with TUL's strategic plan.
- Engage the Director of Development to align development goals with budget goals as well as short-and- long- term fiscal planning and projections.
- Engage the board Finance Committee around issues, trends, and changes in the fiscal operating model.

### **Fiscal Management Responsibilities**

- Prepare, develop, implement and manage the TUL annual operating budget.
- Oversee and manage day to day budget and fiscal operations including financial and operational metrics both internally and externally.
- Ensure financial record keeping systems are operated and managed in accordance with Generally Accepted Accounting Principles (GAAP), including monitoring and controlling the use of all funds.
- Oversees the preparation and approves all financial reports and metrics for TUL management and board of directors.
- Prepares, delivers and communicates at least monthly, quarterly and annually financial statements to TUL management and board of directors.
- Manages and controls cash flow.
- Prepares financial forecasts.
- Directs all financial, project-based, and departmental accounting services.
- Evaluate, oversees and recommends all employee benefit negotiations in concert with the Director of Human Resources with the goal of providing the most competitive benefits for TUL employees.
- Direct management of the Fiscal Department including hiring and retention of support staff.
- Coordinates and prepares for annual audit.
- Reviews, monitors and maintains Fiscal, and IT-related policies, procedures, and systems.
- Recommends improvements to the financial, IT and HR systems in place and oversees the systems going forward.

### **Administrative Leadership and Management**

- Serve as a business partner to the President & CEO on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions.
- Leads TUL's technical staff to design an IT plan for the future and implement a new IT plan successfully in order to meet IT needs (hardware and software) to support organizational growth.
- Provide guidance on the methods for attracting and developing key team members for TUL.

### **Qualifications**

Education

- A minimum of a BS and CPA/CMA; or MBA and CPA/CMA
- CPA must be current

#### Commitment

- Demonstrated commitment to the social sector with a passion for TUL's mission is essential.

#### Experience

- Minimum of 10 years of broad financial management experience including nonprofit and for profit experience including senior leadership within an organization.
- Demonstrated excellence in managing finance, accounting, budgeting, fiscal control, and financial reporting.
- Financial management of complex fiscal components of a human/social service delivery organization.
- Working with and/or supervising HR and IT for a national nonprofit.
- Worked as a business partner with the CEO of a multi-state and network-based entity.
- Skill in examining, developing, re-engineering, and recommending fiscal, HR, and technology policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible style, with a strong service mentality.
- A team player who is committed to lifelong learning
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
- An effective communicator, with strong oral and written skills.
- Strong commitment to developing team members.