

**Chicago Commons  
Job Description**

**JOB TITLE: Chief Financial Officer (CFO)**

EXEMPT: Yes  
SALARY LEVEL: Officer  
RANGE:  
EVALUATIONS:  
REPORTS TO: Executive Director

TITLE CODE:  
DIVISION: Administration  
DEPARTMENT: Administration  
LOCATION: Central Office  
SHIFT:

**SECTION I**

**SUMMARY:**

Responsible for the overall operation of the accounting and finance activities of Chicago Commons.

**SECTION II**

**ESSENTIAL DUTIES & RESPONSIBILITIES:** include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

1. This individual should directly supervise the Manager of Revenue and Manager of Disbursements, as well as, the Purchasing Agent. The CFO should be informed and kept current on the status of general accounting as far the adjusting journal entries being recorded, the status of the monthly closing process, the status of where the agency is as far as budgeted revenue and expense in comparison to actual activity, the current status of Payroll and the transmission process to ADP, Accounts Payable and the monitoring of the purchasing card process, as well as Accounts Receivable and subsequent collection of outstanding receivables. This individual should guide, lead, review, verify, observe, and manage the work of those people who report directly to him. This individual should monitor and evaluate the performance of the employees in Accounting and develop and train the staff as necessary. This individual should assist employees in resolving job related and professional problems as well as assist in career development. The CFO should also be directly or indirectly responsible for arranging for and interviewing candidates for employment, as well as reviewing his current employees for annual reviews and promotions.
2. This individual should direct the activities of accounting and program personnel relative to improving the efficiency and effectiveness of transaction processing. This individual should ensure that customer oriented responses are received to inquires from programmatic personnel as well as funding agencies.
3. This individual should be indirectly responsible for all of the other areas of accounting of Chicago Commons Association and should be involved in the planning, direction, and control of the work of people who do not report directly to the CFO, but who provide support to the goals and objectives of Chicago Commons.

4. The CFO should develop, maintain, interpret, and execute administrative and accounting procedures and practices related to payroll, accounts payable and cash disbursements, accounts receivable and cash receipts, general ledger and closing procedures for month-end as well as fiscal year end. The accounting policies and procedures manual should also deal with budgeting, investments and fixed assets and depreciation expense. The functions of developing and maintaining the manual should include all policies, procedures, rules and standards of Chicago Commons, and the CFO should ensure that the manual is kept current and accurate as the work environment changes.
5. The CFO should oversee the preparation of all work papers, which deal with the CCA audit for the outside auditors. The CFO should be able to assist in answering all questions from the external auditors and at the end of the audit this person should be able to assist in preparing the CCA consolidated financial audit report with all supporting schedules so that the audit is issued no later than November 31st. The CFO should be able to assist in all aspects of the OMB Circular A-133 compliance audit, which include the Schedule of Federal Awards.

**OTHER FUNCTIONS:** The company may assign other functions to the job at its discretion.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform.

While performing the duties of this job, the employee is regularly required to speak English specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. The employee must regularly operate a word-processing system and, therefore, must be able to read, produce and transmit data on such a system. The employee is required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

**WORK ENVIRONMENT:**

There are no unusual environmental conditions. The noise level in the fast-paced office environment is usually quiet.

<b>SECTION III</b>
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**DECISION MAKING AUTHORITY:** Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies and procedures.

Decisions/Actions Permitted

Oversees the Accounting Department

Decisions/Actions Referred

Delegates authority to other(s)

<b>SECTION IV</b>
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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Chief Financial Officer (CFO) would have a minimum of 10-15 years of practical financial/accounting experience with a preference for a public accounting background as well as experience with not-for-profit entities. Master's degree preferred.

**LANGUAGE SKILLS:**

**MATHEMATICAL SKILLS:** Must possess basic math and accounting skills. Must be able to add, subtract, multiply and divide.

**REASONING ABILITY:**

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**OTHER SKILLS and ABILITIES:**

1. Ability to maintain confidentiality
2. Uses supervision effectively
3. Effective communication skills in conveying information and ideas and ability to work cooperatively with administration and staff, consultants, regulators and funders.
4. Ability to work in a highly demanding, stressful environment.
5. Capacity to assume responsibility for own professional development.
6. Comfortable and skilled in problem solving and decision-making.
7. This person should have achieved the managerial level in a not-for-profit social service agency and senior or manager level in public accounting with a minimum of ten years of supervisory experience.

**EMPLOYEE SIGNATURE:**

**DATE:**

**MANAGER SIGNATURE:**

**DATE:**

**HUMAN RESOURCES SIGNATURE:**

**DATE:**