

# Job Description

## Chief Financial Officer

### About the Role

We are seeking a dynamic self-starting professional to join the Community Based Public Safety Collective executive leadership team to provide financial guidance and leadership that are inline with the organization's policies, goals and compliance priorities.

Under the direct supervision of the Executive Director, the Fiscal Administrator oversees and directs the accounting, budgeting, financial auditing, and reporting for the program. The Fiscal Administrator recommends and implements accounting and financial systems to meet contract fiscal compliance requirements and serves as financial advisor to program staff in their roles as they relate to financial aspects of the program. This position reports directly to the Executive Director:

### Core responsibilities are as follows:

- Oversees and directs the program's fiscal operations, including all program liabilities and submission of all financially related reports
- Confers with the Executive Director, Managing Director other program coordinators on matters concerning internal control and budgets
- Executes Organization's Fiscal operations
- Assists in the preparation of budgets and grant applications, including, but not limited to the preparation of budget line item spreadsheets, at the request of the Executive Director.
- Confers with the Executive Director and other involved administrative staff in the preparation of financial and activity reports and budgets, including, but not limited to reports to funding sources and the Board of Directors
- Assists in the installation of new or modified accounting systems (including computerization), procedures, and forms required by the funding source.
- Serves as a liaison to all funding sources and independent auditors to ensure compliance with funding source rules and regulations, compliance with applicable laws, and maintaining appropriate program cash flow
- Assists the Executive Leadership in budget management and control
- Maintains, compiles, and collates all fiscal, budgetary, and monetary data relevant to audits to be performed and prepares monthly bank reconciliation on all program bank accounts
- Assures preparation and maintenance of complete and accurate cash receipts and cash disbursement records
- Prepares general journal entries and maintains a posted general ledger
- Maintains accurate budget records
- Processes all payroll checks; secures required signatures

### Who Are We?

*The Community Based Public Safety Collective is a cadre of experts, building neighborhood leadership to advance public safety.*

*Our mission is to strengthen neighborhood leadership by investing in the education, advocacy, and training of community-based public safety practitioners and organizations.*

*Investing in community based public safety leaders is key in stopping violence and setting the nation on a transformational course toward a shared safety model rooted in systems of care, and healing.*

- In conjunction with the Executive Director, monitors consistency between contract budget and actual expenditures
- Calculates and monitors Administrative Costs to ensure fiscal compliance.
- Maintains the program's ledger analysis and conducts trial balances, divided based on grants and projects
- Participates in the annual program self-assessment.
- Maintains documentation of all contracts, based on program and grant project needs.
- In coordination with the Executive Leadership, maintains purchasing and procurement systems, and maintains records of procurement
- Performs other duties, as requested

**Skills and Qualifications:**

- Financial analytical ability
- Ability to relate fiscal information to programmatic needs
- Ability to communicate fiscal concepts and requirements to non-fiscal staff;
- Ability to understand and apply funding source standards, policies, procedures, and program requirements.
- Ability to actively and constructively engage in the program's management team.
- Ability to work with minimal supervision.
- Successful experience working in a team setting.
- Strong written and oral communication skills.
- Ability to sit for long periods, looking at numbers on paper and/or a computer.

**Education:**

- Bachelor Degree in Accounting or Finance or a related field required; CPA certification or Masters degree preferred

**Experience:**

- Preferred minimum five years Management experience, Experience with fiscal management of government funded contracts; minimum five years experience computerized fiscal systems. Demonstrated knowledge of and ability in skills required and cited for the position of Chief Financial Officer/Fiscal Administrator i.e., governmental accounting procedures and practices and fund management.

**To Apply**

Salary \$120 - 150K. If you would like to apply for this position, please submit a resume on the Collective website at [hr@cbpscollective.org](mailto:hr@cbpscollective.org)

**EOE Statement**

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender (including pregnancy), national origin, nationality, ancestry, age, familial status, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, disability status (mental or physical, including perceived disability, and AIDS and HIV status), protected veteran status or any other characteristic protected by law.

