COMMUNITY ACTION OF LARAMIE COUNTY JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Chief Financial Officer (CFO)</th>
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<td>Reports To:</td>
<td>Executive Director / Chief Executive Officer (ED/CEO) and the CALC Board of Directors</td>
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<td>Type of Position:</td>
<td>Hours <strong>40</strong> /week</td>
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<td>Full-time/ Exempt</td>
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GENERAL DESCRIPTION

The Chief Financial Officer will be a team member of the CALC administrative staff. The CFO will provide financial support services to CALC, the Board of Directors, ED/CEO, Board Committee and the Program Directors. The Chief Financial Officer works closely with the independent auditors and acts as a liaison between the auditors, ED/CEO, and the Board of Directors. Responsible for maintaining accurate accounting records, financial reporting, and compliance with state and federal laws and regulations.

JOB RESPONSIBILITIES

The following information is intended to be a general representation of the essential functions performed by personnel in this position and is not intended to be all-inclusive. The omission of a specific task or function will not preclude it from the duties of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

- Assist the ED/CEO in establishing the overall operating budget for CALC, which is submitted for approval to the CALC Board of Directors annually. Track and reports achievement of financial objectives and goals of the agency.
- Post and prepare accounts payable, run accounts payable checks weekly.
- Prepare payroll through the contracted payroll company bi-weekly. Print irregular payroll checks as needed.
- Reconcile general ledger accounts, prepare and post journal entries with accuracy as necessary to close monthly and annual accounting periods. Prepare and file required Federal, State and local tax documents timely.
- Maintain proficiency in utilizing computerized accounting systems for all financial transactions, create and run reports, as well as train and mentor others to use the systems.
- Verify accuracy of current and past accounting transactions to ensure revenues and expenditures are properly classified.
- Prepare financial documents including Balance Sheet, Profit and Loss Statement, and other reports as deemed necessary by the Board of Directors or Executive Director.
- Create and maintain budgetary tracking mechanisms to ensure expenditures for all programs and funding streams are monitored, reconcile bank accounts monthly and ensure they maintain sufficient balances, and reconcile credit cards monthly, so inquiries from the Board of Directors, ED/CEO, Program Directors, funding sources, and external auditors are addressed timely and accurately reported.
- Withdrawal weekly federal funding from the Payment Management System.

EDUCATION & EXPERIENCE

- Bachelor’s degree in accounting or related field.
- Must have a minimum of 3 years’ experience in financial management including planning, directing and controlling financial resources.
- Must have general ledger accounting and fund accounting experience.
- CPA is preferred.
KNOWLEDGE & SKILLS
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. Responsibilities may occasionally require availability for "on-call" duties.

• Ability to be culturally sensitive to diverse client populations.
• Ability to provide leadership, facilitate group processes, and work cooperatively with staff and volunteers.
• Ability to develop and maintain productive working relationships within Community Action, with public and private agencies, the general public and clients.
• Ability to understand and follow complex written and oral instructions, rules and procedures; to work independently and to be a vital and contributing part of a team.
• Ability to prepare and maintain clear, accurate, complete and timeless records and reports.
• Ability to establish boundaries which ensure professionalism and ethical interactions, and ability to adhere to established policies and procedures.
• Must be able to work flexible hours, to occasionally include some evenings and/or weekends.
• Must be able to perform assigned duties under minimum supervision.
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
• Ability to write routine reports and correspondence.
• Ability to effectively present information and respond to questions from staff, the ED/CEO, the Board of Directors, and the general public.
• Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out detailed written or oral instructions.
• Utilize data for the completion of monthly billing of services to the Veterans Administration.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS
Reasonable accommodations can be made for persons with disabilities.

• The work environmental characteristics described here are representative of what an employee typically encounters while performing the essential functions of this position;
  o May regularly sit for periods up to two (2) hours;
  o Use hands and fingers for a variety of grip, carry and assessment purposes;
  o May be required to reach with both hands and arms; and
  o May be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
• Must be able to work in a moderate noise level environment;
• Must be able to tolerate an air conditioned environment with fluorescent lighting;
• Be able to occasionally lift or move up to 25 pounds;
• Be able to occasionally stand for long periods of time;
• Be able to focus up close and routinely work with computers;
• Be able to effectively hear, understand and communicate in varied settings, both orally and in writing;
• Ability to speak, read and write Spanish is a plus, but not required.
• Must be able to hear and process ordinary conversation and telephone conversation.
• Must be able to tolerate air-conditioned buildings and fluorescent lights.
• While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
• The noise level in the work environment is usually moderate.
• Must demonstrate compassion for others and the ability to communicate effectively with the team, clients and partners;
• Dress and behave in a professional manner which reflects the highest quality of professionalism;
• Be able to work independently and manage work tasks consistently;
• Be present and reliable in your role with CALC;
• Support the team mission and goals;
• Be logical and adaptable to changing environmental demands with a calm demeanor;
• Must possess the ability to prioritize tasks and develop effective solutions to plan and coordinate delivery of services;
• Maintain client confidentiality in accordance with the policies of CALC and HIPAA mandates;
• Must submit to and pass criminal background screening;
• Must possess a valid state driver’s license and have a clean driving history;
• Must maintain and possess at least vehicle liability insurance;
• Must be insurable through CALC’s insurance provider;
• Must have and maintain reliable transportation for job related travel;
• Must be willing to travel within the county as needed to fulfill job responsibilities;
• Possess general computer and word processing skills and be willing to learn other skills as required for specialized software, such as Microsoft Office Word, Excel, Outlook, Access, Power Point and Publisher; and
• Must pass all drug and alcohol screening, including pre-employment testing and random drug screens, in accordance with CALC’s drug and alcohol free environment policies.

EXECUTIVE DIRECTOR/CEO APPROVAL

APPROVED BY

Date

BOARD APPROVAL

APPROVED BY

Date