

JOB IDENTIFICATION

Title: Chief Operating Officer/CFO
Reports To: C.E.O.
Prepared By: Jennifer Vigran

Payroll Type: Exempt
Work Status: Full Time
Prepared Date: 9/24/2020

JOB SUMMARY

Providing hope to end hunger has been the focus of Second Helpings for more than two decades. The COO/CFO position will help aid in continuing to make this vision our reality. Reporting to the Chief Executive Officer, the COO/CFO manages key operations in the areas of Finance, Human Resources, Buildings & Grounds, Risk Management, and Information Systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

CFO Responsibilities:

- Oversees the accounting staff and provides support to the Finance Committee.
- Ensures that the reconciliations, monthly closes and annual close are conducted properly and presents monthly and annual financial reports for the Finance Committee and Board of Directors, including balance sheets, P&L statements, cash flow, forecasting of return on investment (ROI), tracking operational metrics (KPIs) and budget analysis.
- Ensures compliance with Generally Accepted Accounting Principles and supervises the Agency’s Staff Accountant and Bookkeeper.
- Evaluates finance programs and processes to identify opportunities for continuous improvements in effectiveness and efficiency. Evaluates and maintains Internal Control and Accounting Policy and Procedure Manual.
- Leads the staff in developing a proposed annual budget each year for presentation to the Board of Directors for approval.
- Educates staff and managers in the agency’s budget process and philosophy to improve the accuracy of the budget, build buy-in and encourage compliance.
- Provides support to the Development Team in fundraising event accounting and logistics, assists in identifying and managing grant funding projects, and provides budgets, reporting and invoices for grants. Serves as the primary staff contact for banking and investment relationships, for the organization’s auditors and audit committee.
- Prepares for and leads the staff through annual inventory observation, provides support for the annual financial audit and preparation of the 990 and other tax and governmental filings.

COO Responsibilities:

- Provides oversight and strategic direction in the maintenance and upkeep of the building, equipment, vehicles, and grounds. Leads the planning and implementation of initiatives for future facilities needs and supervises the Facilities Manager. Ensures all operations and processes are compliant, revises processes as needed and reports discrepancies to the CEO.
- Ensures that staff have the appropriate information technology and communications resources by identifying equipment, hardware, software, training and consulting needs.
- Manages the selection process for independent IT consultants.
- Plans for system upgrades, replacement and maintenance and sets standards to ensure data security.
- Works with programs management and administrative staff in identifying and executing initiatives for streamlining and automation of manual processes.

Acknowledged by:

Employee Initials: _____ Review Date: _____
Supervisor Initials: _____ Review Date: _____

Second Helpings, Inc.

Job Description

- Works with the Human Resources Committee to provide human resource management services and guidance to agency staff.
- Ensures compliance with all applicable employment regulations.
- Assists managers with recruitment, retention, and policy advice.
- Manages payroll and benefits programs and explores benefit, compensation, and policy options to maintain Second Helpings as an employer of choice. Responsible for the agency's overall risk management and business continuation strategies.
- Manages insurances and develops and updates risk management and business continuation plans. Assures legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Assists CEO and Chairs of Finance and Human Resources Committees to meet organizational objectives.
- Works in coordination with the committee chairs to plan meetings, agendas, send notices and other documents and records minutes. Represents the agency to the public and serves as a backup to the Chief Executive Officer.

EDUCATION and/or EXPERIENCE

- M.B.A. or equivalent business degree
- 3-5 years experience at a senior level in finance, management and/or related fields.
- Requires a thorough understanding and experience in accounting, financial management principles with responsibilities for financial systems management and reporting, budgeting, payroll, and tax filings.
- Not-for-profit management or board experience preferred.
- QuickBooks experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Proven ability to participate on a senior leadership team for overall organizational vision, strategy, and success.
- Experience using accounting software spreadsheets and other management and analytical tools; an ability to keep clear, systematic electronic records.
- Strong financial and accounting background, including an understanding of profit and loss, balance sheet and cash flow management and general finance and budgeting.
- Excellent knowledge of data analysis, risk management and forecasting methods.
- Ability to Inspire, motivate and empower personnel to achieve the organization's mission, vision, and strategic goals.
- Can develop and maintain positive relationships as well as work well under pressure.
- Must have excellent oral and written communication skills as well as strong project management and organizational skills.
- Ability to communicate complex accounting principles and other concepts to those who are unfamiliar with them.
- Must be detail oriented and possess strong analytical and problem-solving skills.

The appointment of the COO/CFO is subject to the approval of the Board of Directors.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Acknowledged by:

Employee Initials: _____ Review Date: _____
Supervisor Initials: _____ Review Date: _____

SIGNATURE SECTION

CEO: _____

Approved Date: _____

CFO: _____

Received Date: _____

Acknowledged by:

Employee Initials: _____ Review Date: _____

Supervisor Initials: _____ Review Date: _____