CHIEF FINANCIAL OFFICER
JOB DESCRIPTION AND QUALIFICATIONS

Education: The candidate must have attained at least a bachelor’s degree in Business Administration, Accounting or Finance (Certified Public Accounting, Certified Management Accountant, or MBA preferred).

JOB FUNCTION AND PURPOSE
The incumbent position manages the department that has responsibility for all administrative, human resources and financial functions of the Association including, accounting, budgeting and reporting, investment management, payroll and employee benefits management, membership processing, information technology, and property management.

PROFESSIONAL EXPERIENCE
1. A minimum of 5 years of successful experience with accounting, business administration practices and functions, including automated accounting systems, spreadsheet usage and word processing.

2. Demonstrated successful experience in broad administrative and general office manager responsibility, including purchasing and data processing functions.

3. Experience working in human resources management, including payroll, benefits administration, record-keeping, and recruitment/hiring practices.

4. Proven written and oral communications skills.

SPECIFIC DUTIES AND RESPONSIBILITIES (including, but not limited to):

1. Department Management: Supervise and manage the administrative and financial activities of the Association to ensure the efficient and effective delivery of services.

2. Staff Management: Supervise business office employees, providing guidance, direction, training and evaluation. Develop a team environment that works cohesively to achieve Association objectives.

3. Governance and Management Support: Provide financial and special reports as requested for the Executive Secretary, Board of Directors, budget and other appropriate committees or commissions, including preparation and presentation of oral reports as assigned.

4. Asset Management: Manage all Association properties and equipment, including repairs, maintenance, purchasing, and record keeping.
5. **Financial Management**: Manage all accounting, budgeting, cash management, auditing and financial reporting functions. Manage the updating and maintenance of all automated and manual accounting systems. Oversee preparation of various regulatory reports, including Federal and state income and payroll taxes, PAC filings, etc.

6. **Personnel Management**: Manage employee benefit programs and payroll processing. Manage the administration of 401(k) for all Association employees. Provide financial support necessary for staff union bargaining, and manage the implementation of employment agreements.

7. **Membership Processing**: Manage the updating and maintenance of Association membership records, including the monitoring of dues collections and payments to the affiliated organizations.

8. **Data Processing**: Manage the coordination of all business office data processing, including planning, purchasing, implementation, maintenance, program development and training.

9. **Other**: Perform other appropriate duties as necessary, approved and assigned by the Executive Secretary.

**KNOWLEDGE AND SKILLS REQUIRED**

1. Extensive knowledge and experience in accounting and financial management functions, including financial reporting, planning, budgeting, general ledger, cash and investment management, internal auditing, accounts payable, federal and state tax filings, and automated accounting systems.

2. Responsible for the design and maintenance of appropriate internal control systems to insure compliance with applicable regulations and safeguarding the Association's assets.

3. Knowledge of concepts relating to the development and maintenance of effective organizations, and the management and development of people. Effective team leadership skills. Creative problem-solving ability.

4. Property management expertise relative to building maintenance and administration.

5. Knowledge and experience in managing employee benefit programs and payroll and all other functions related to human resource.

6. Knowledge and experience in managing a broad range of administrative functions.
7. Outstanding interpersonal skills including consensus building, conflict and change management, and the ability to deal effectively with many different types of people in a wide variety of situations.

8. Ability to manage multiple diverse functions simultaneously, effectively responding to constantly changing priorities.

RESPONSIBILITY

1. **Supervisory Controls:** Governance determines the overall goals and objectives of the Association. The Executive Secretary and Chief Financial Officer/Business Manager determine the overall performance expectations of the business office, establish the general time frame in which the work is to be accomplished, and provide guidance and support in the handling of unusual situations. The incumbent, having developed a thorough knowledge of the organization’s policies, programs and operations, initiates and carries out all assignments with minimum supervision.

2. **Guidelines:** Limited guidelines are available for some phases of the work, e.g., Board of Directors Policy, Committee guidelines, budgets, Strategic Plan, accounting principles and practices. The incumbent uses judgment to locate, select and apply the appropriate guide(s) to achieve the best possible results. In addition, based on knowledge and training, makes recommendations for improving existing guidelines.

3. **Complexity:** The incumbent in this position performs a variety of managerial functions ranging from routine to complex (developing and maintaining vendor and tenant relationships, supervising business office staff, conducting meetings, negotiating contracts, developing plans, budgets, reports and correspondence).

4. **Scope and Effect:** The purpose of the Chief Financial Officer/Business Manager is to provide leadership and direction to the Business Office and the overall Association in matters of financial management and administrative operations. Accuracy, timeliness and acceptability of the work performed affects the entire organization, the members, and other staff. The incumbent is expected to keep current with information and professional skills through continued self-development activities.

ENVIRONMENT

1. **Physical Requirements:** The work requires evening and weekend work.

2. **Work Environment:** This is largely a sedentary position that required the ability to speak, hear, see and lift small objects up to twenty (20) pounds. The position requires the ability to travel locally, regionally and nationally.

3. **Supervisor:** Association Executive Secretary.