

## Chief Financial Officer

---

**JOB TYPE:** Full-time

**SALARY:** \$70,000-\$85,000

**APPLICATION CLOSE DATE:** 5/31/2021 AT 11:59PM

**HIRING TIMELINE:**

- Applications closed: May 31, 2021
- Preliminary screening completed by: June 15, 2021
- Interviews: July 2021
- Offer made by: July 31, 2021
- Pre-employment screen completed by: August 15, 2021
- Start date: September 1, 2021

**HOW TO APPLY:** Applicants must submit RESUME AND COVER LETTER (PDF preferred) to [jobs@bdgsc.org](mailto:jobs@bdgsc.org)

**\*\*\*\*ONLY APPLICATIONS WITH A COVER LETTER WILL BE CONSIDERED\*\*\*\***

---

**WHO WE ARE:** We are the preeminent leadership development organization for girls. Girl Scouts offers girls a chance to practice a lifetime of leadership, adventure and success. With support from dedicated adult volunteers, parents and staff, we deliver the best Girl Scout experience to 10,500 members: 7,500 girls and 3,000 adults in 61 counties within West Virginia, Ohio, Maryland and Virginia.

**WHY YOU WANT TO WORK HERE:**

- At Girl Scouts of Black Diamond, we have a clear vision: to be a place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting diversity, multiculturalism and inclusion among our staff and membership.
- Flexible schedules available.
- Comprehensive benefits package including Medical, Dental, Eye and Life insurance; 401K; flexible spending account; optional supplemental insurance.
- Free parking.
- Generous leave—3 weeks paid vacation to start, 12 sick days annually, 12 paid holidays annually PLUS the week between Christmas and New Year's.
- We are a dynamic, diverse, fun team of professionals who love providing a meaningful and impactful experience to girls and volunteers in our jurisdiction.

**The CFO Reports To:** Chief Executive Officer

**Classification:** Salaried, exempt

**Location:** Charleston, WV

**Direct Reports:** Director of Business Operations, Director of IT, Director of Facilities, Business Data Analyst, Accountant

**Purpose:** The Chief Financial Officer (CFO) is a strategic business partner who works closely with the board of directors, chief executive officer and senior leadership team to develop and implement council financial strategies and overall direction of the Organization. In partnership with the Chief Executive Officer, treasurer and finance committee chair, the CFO provides overall financial leadership and direction to the Council, and is also responsible for providing effective stewardship, control and oversight of the Organization's finances. The CFO leads the accounting function and financial statement preparation in accordance with generally accepted accounting principles, industry practices and tax-exempt regulations.

**Essential Roles and Responsibilities:**

1. **Executive Support:** Supports the Chief Executive Officer (CEO) in leading the development of the Council's budget and operating plan; and ensures that resource allocation and utilization reflects and facilitates the achievement of the council 's strategic plan. Provides counsel to the CEO in the formulation of overall fiscal policies and plans regarding both short and long-term financial matters.
2. **Board Engagement:** a member of board committee and is responsible for preparing reports and analysis to support effective governance and decision-making of the Council.
3. **Departmental Leadership:** Provides leadership and oversight of the Finance, IT, Facilities, Business Operations, Data, Risk Management functions and Service Centers in alignment with the Movement to provide the premier girl leadership experience.
  - Manages Finance and the day-to-day operations to ensure accurate and timely processing of financial transactions and financial reporting, and alignment with accounting standards.
  - Oversees Human Resources to ensure effective recruitment, training, and performance management processes and employee policies are in effect. Ensures health and welfare benefits are competitive, payroll and compensation managed, and employee conflicts are resolved.
  - Leads the Staff Risk Management team with the Board Audit/Risk Management committees and external auditors. Responsible for the identification and management of business risks and insurance requirements.
  - Oversees council-owned and council-leased Service Center operations to maximize cost effectiveness in the acquisition and disposition of fixed assets, and in the construction, improvement, and ongoing maintenance of said properties.
  - Oversees Technology to ensure the availability, security and integrity of all technology (hardware and software) needed to support Council functions and strategic plan.
4. **Relationship Manager:** Cultivates and manages the Councils banking, endowment and investment management financial relationships.

## 5. **Day-to-Day Responsibilities:**

- Manages all financial transactions, financial records, and financial policies and procedures to protect the sustainability of the Council and adherence to accepted accounting standards and principles.
  - Administers and monitors performance of operating plans and budgets, by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
  - Prepares and issues financial statements and reports for the Board, CEO and Executive Team.
  - Ensures that all council financial operations are carried out in compliance with GAAP, local, state, federal, and not-for-profit regulations, guidelines, and laws.
6. **Audit oversight.** Oversees financial and operational audits, i.e. 403b plan audits, employee benefit plans, accounting and payroll functions and prepares regulatory filings, i.e. IRS Form 990s and 5500.
  7. **Process improvement.** Identifies opportunities for improved efficiencies and supervises the implementation of improvements to internal controls and operating procedures.
  8. **Role Model.** Promotes and demonstrates cultural competence by role modeling behaviors of trust, respect and inclusivity to effectively communicate and work with stakeholders from diverse backgrounds in an environment in which all people with unique perspectives and experiences can succeed.
  9. Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
  10. Performs other duties as necessary or assigned.

### **Required Skills:**

- Excellent verbal and written communication skills.
- Strength in strategic planning, problem solving and project management with an attention to detail.
- Capability to provide own transportation and maintain valid operator license.
- Capability to learn new skills including new software.

### **Required Cognitive Skills:**

- Sustained attention: enables you to stay focused on a task for a sustained period.
- Divided attention – the ability to execute more than one action at a time, while paying attention to a few channels of information.
- Long-term memory: enables you to recall information and processes easily.
- Auditory and visual processing: Enables you to understand and remember what you've read or been told and the ability to follow directions.
- Quick processing - speed enables you to perform tasks quickly and accurately.
- Solution oriented – can analyze, evaluate and problem solve to reach the best possible outcome.
- Planning and time management – mental anticipation of tasks (what and how).
- Shifting – Able to adapt behavior and thoughts to new, changing or unexpected circumstances.

### **Required Results:**

- Consistent utilization of data analysis based on business needs
- Smooth business operations that result in a clean audit each year
- Month closed consistently within 5 – 10 working days of month end.
  
- Increased usage of our facilities by Girl Scouts and by the community.
- Decisions are made under the knowledge and guidance of written Girl Scout Standards; such as policy and procedure, state and federal laws.

**Required Habits:**

- Commitment to the mission, Promise and Law of the Girl Scout movement.
- Organized
- Embraces and enhances a culture that values diversity and reflects the council's commitment to diversity and inclusion.
- Reliable, punctual with good attendance.
- Active listener.
- Not hesitant to ask questions or gain clarification.
- Keeps abreast of industry trends and issues affecting girls as well as keeps current with GSUSA initiatives.

**Required Qualifications:**

- Bachelor's degree in Accounting or Finance. Advanced degree preferred.
- Must have reliable transportation.
- CPA or MBA preferred
- Must be able to work a flexible schedule – minimal evenings and weekends.
- Demonstrated proficiency in Microsoft Office (Outlook, Excel, PowerPoint and Word) including the ability to produce correspondence and complete mail merges.
- Demonstrated proficiency in written communication. Writing sample provided for review.
- Demonstrated experience and proficiency with accounting software

**Required Experience:**

- Ten years of directly related work experience, and at least four years of leadership experience.
- Experience in fund accounting or nonprofit accounting preferred
- Experience managing operating budgets of at least \$10 million
- Executive team and Board experience preferred

**Success Looks Like:**

- Valuable input is provided for key business decisions.
- Transparent operations that ensure department heads, staff and volunteers have a clear understanding of our finances.
- Efficient operations of our council sites that maximize opportunities for our girls and volunteers.
- Efficient utilization of council resources.
- Productive relationships with staff, banks, investors and the board of directors.

**Physical Requirements:**

- Travel throughout council jurisdiction up to 10% of the time.
- Occasionally moves throughout the facility to access file cabinets, office machinery, supplies, etc.
- Frequently moves items that weigh up to 25 pounds.
- Must be able to sit in a meeting or at a workstation and a computer screen for prolonged periods.
- Must be able to make verbal public presentations.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

***Each employee has the responsibility for actively supporting and promoting the Council's commitment to diversity and for developing Council resources through increased membership, strengthening community connections, serving girls and fund development.***