DEPARTMENT  
Finance  

SUPERVISOR  
Chief Executive Officer  

SUMMARY OF POSITION  
Reporting to and partnering with the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) will play a critical role in developing and implementing the financial strategy for Better Business Bureau (BBB). As a member of the senior leadership team, the CFO will be an advisor to the organization's vice presidents and departmental directors, evaluating and assisting them with their financial plans and economic modeling. S/he will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with the Board of Directors and the Finance & Audit Committee of the board.

DUTIES/RESPONSIBILITIES

1. Strategy

   - Assess organizational performance against both the annual budget and BBB’s long-term strategy. Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.

   - Engage the board Finance & Audit Committee around issues, trends, and changes in the operating model(s) and operational delivery. Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).

   - Oversee long-term budget planning and cost management in alignment with BBB’s operational plan, especially as the organization considers sponsorships, potential acquisitions, and collaborations with external organizations.
2. Financial/Operational Management

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles. Maintain internal control safeguards and coordinate all audit activities.

- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes a minimum cash threshold to meet operating needs. Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.

- Oversee budgeting and the implementation of budgets so as to monitor progress and present financial metrics both internally and externally.

3. Team Management

- Mentor and develop a direct team of three, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.

- Guide larger, cross-divisional teams outside of direct span of control.

QUALIFICATIONS

The CFO will be a seasoned and mature leader with at least 5-10 years of broad finance experience, ideally beginning in accounting, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. Bachelor’s degree required; master’s degree preferred; CPA a plus. Must be an effective communicator and possess a collaborative and flexible style.

PHYSICAL REQUIREMENTS

Light lifting and knee-bending may be required.