



Job Description

Job title	Chief Financial Officer
Reports to	President / CEO

Job purpose

The Chief Financial Officer (CFO) is the principal finance and administration officer of the Detroit Area Agency on Aging, a non-profit senior solutions organization. The CFO will be responsible for all financial administration, payroll, business planning, budgeting, and forecasting. As a member of the senior leadership team, the CFO will work closely with the CEO, Board of Directors, and other partner organizations.

The CFO will serve as a member of Detroit Area Agency on Aging Leadership Team, who must have demonstrated experience and/or working knowledge with: Non-profit and Social Service Agencies, Medicare / Medicaid and management of long-term care support systems. Additionally, the candidate must have demonstrated talent and experience creating and driving an analytic framework for planning, evaluating and managing organizational change in a rapidly growing non-profit industry.

The successful candidate will be a servant leader, demonstrating excellent interpersonal skills with experience motivating, coaching, and developing high-performing teams. Must be able to demonstrate strong analytical and problem-solving skills, exercise sound judgment and ability to read / analyze complex documents. The ideal candidate must be forward-thinking, with high ethical standards and an appropriate professional image. The successful candidate must have outstanding communication skills, commitment to excellence and innovation, a passion for DAAA's mission & vision.

Essential Duties and Responsibilities

Strategy

- Partner with the CEO on all operational and strategic issues as they arise; provide strategic recommendations to the president based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
- Participate in the ongoing strategic planning process as an integral member of the senior management team
- Engage the leadership team to align financial management with short- and long-term financial planning and projections
- Engage the board finance committee around issues, trends, and changes in the operating model and operational delivery
- Continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
- Provide strategic financial input and leadership on decision making issues affecting the organization;
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Participate in the development of the Agency's plans and programs as a strategic partner.

Financial and Operational Management

- Oversee budgeting and the implementation of budgets so as to monitor progress and present operational metrics both internally and externally
- Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and all Federal / State requirements.
- Oversee the preparation and approval of all internal and external financial reporting materials
- Assist in the financial modeling and negotiation of agreements with funders, government agencies, contractors and other stakeholders
- Oversee development and maintenance of related policies and procedures
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting
- Ensure staff receive accurate pay on a timely basis and requisite reports are filed
- Coordinate all audit activities

Qualifications

Education:

- A minimum of a BS in Accounting/Finance; CPA designation preferred

Experience:

- Minimally 5 years of demonstrated sound knowledge of Aging and Social Services programs
- 10+ years of related experience and/or training
- 10+ years of leadership experience, (minimally 5 years serving in a senior- executive level), preferably in a non-profit industry.

Working conditions

Hours of operation are 8:30am to 5:00pm.

Physical requirements

The person in this position must be able to:

- Remain in a stationary position 50% of the time
- Occasionally move about inside the office to access office machinery, etc
- Constantly operates a computer / phone and/or other office productivity machinery, such as copy machine, and computer printer, etc.
- Primarily works in outdoor weather conditions – not applicable.

FLSA Status

Exempt

Salary

Competitive salary

Disclaimer: This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; thus, may be subject to change