

## Chief Financial Officer Sample Job Description 2

**Medium organization—budget between \$10 million and \$40 million—with relatively complex funding.**

In this model, the organization has complex program offerings and diverse financing sources—such as state and federal funding in addition to private funding. There is a heavy emphasis on reporting, requiring the CFO to focus narrowly on the finance function. Knowledge and understanding of Office of Management and Budget requirements for nonprofits is critical.

### Position Description

**XYZ Nonprofit**  
**Chief Financial Officer**

### Organization

The mission of XYZ Nonprofit is...

XYZ Nonprofit serves more than X people annually and has a budget of more than \$Y million.

Please visit [www.XYZnonprofit.org](http://www.XYZnonprofit.org) to learn more.

### Position

The chief financial officer (CFO) is responsible for all financial matters of XYZ Nonprofit and its affiliate organizations. The CFO will report to and work closely with the executive director. In addition, s/he will partner with the senior leadership and the board of directors to develop and implement strategies across the organization. The CFO will oversee all compliance and recognition for government (federal and state) contracts and private grants. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance staff of four.

#### **Boston**

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

#### **New York**

3 Times Sq., 25th Floor  
New York, NY 10036  
P 646 562-8900  
F 646 562-8901

#### **San Francisco**

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

Specific responsibilities include:

## **Finance**

Oversee cash flow planning and ensure availability of funds as needed.

Oversee cash, investment, and asset management.

Oversee financing strategies and activities, as well as banking relationships.

Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

## **Planning, Policy, and Investor Relations**

Coordinate the development and monitoring of budgets.

Develop financial business plans and forecasts.

Participate in corporate policy development as a member of the senior management team.

Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.

Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.

Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

## **Accounting and Administration**

Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise XYZ Nonprofit's finance staff.

Ensure maintenance of appropriate internal controls and financial procedures.

Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and XYZ Nonprofit's board of directors; oversee the preparation and communication of monthly and annual financial statements.

Coordinate audits and proper filing of tax returns.

Ensure legal and regulatory compliance regarding all financial functions.

## Qualifications

The CFO will be a seasoned and mature leader with at least 12-15 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. S/he will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts and an affiliate structure with diverse program areas delivered nationally.

The CFO will have the following experience and attributes:

A minimum of a BS; a CPA and/or MBA would be a plus.

At least five years experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$10 million.

Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.

Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.

Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.

Experience working with information technology staff to manage finance and accounting software packages.

Excellent written and oral communication skills.

Demonstrated leadership ability, team management, and interpersonal skills.

Excellent analytical and abstract reasoning skills, plus excellent organization skills.

**Bridgestar** ([www.bridgestar.org](http://www.bridgestar.org)), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.