



## Job Description

<b>Job Title:</b>	<b>Chief Financial Officer</b>
<b>Classification:</b>	Full-time, Exempt, Hybrid Work Schedule
<b>Department:</b>	Executive Staff
<b>Reports to:</b>	President & CEO
<b>Location:</b>	Meridian, Idaho
<b>How to Apply:</b>	<a href="https://idahofoodbank.org/about/employment/">https://idahofoodbank.org/about/employment/</a>

### JOB SUMMARY

The Chief Financial Officer (CFO) will be responsible for all aspects of financial planning, reporting, strategically managing accounting and financial products, and overseeing the Information Technology activities of every Idaho Foodbank (IFB) location. This position will provide leadership and coordination in the administrative, business planning, accounting, and budgeting efforts for IFB. Reporting to and partnering with the President & CEO, the Chief Financial Officer will play a critical role in developing and implementing the statewide strategy for IFB. As a member of the Executive Management Team, the CFO will be an advisor to the company leaders and managers, evaluating and assisting them with their financial plans and economic modeling.

### ESSENTIAL FUNCTIONS

#### Strategy

- Assess organizational performance against both the annual budget and the IFB'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 committee on issues, trends and changes in the operating model. Establish yearly objectives and meeting agendas and select and engage outside consultants as necessary.
- Oversee long-term budgetary planning and cost management in alignment with IFB's strategic plan, especially as the organization considers sponsorships, potential acquisitions, and collaborations with external organizations.
- Identify gaps to achieving IFB's long term strategy and coordinate cross-functional teams to develop plans to address such gaps.
- Develop organization prospects by studying evaluating trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.

#### Audit

- Responsible for ensuring that IFB's annual financial audit and single audits, when required, are completed in a timely manner and without findings.
- Coordinate other audits required by grantors/government contracts

#### Budget

- Lead IFB business planning process ensuring coordination between departments, aligning with the budget and the strategic plan.
- Prepare a budget that meets the strategic goals of the IFB. Manage the fiscal budgeting process and set timelines for completion.
- Direct and guide the development of annual organization budget by department and by program and provide support and assistance to management in the development of line-item budgets.
- Provide and review quarterly reports for program management, assisting staff in understanding and utilizing budgets.
- Monitor and recommend budget adjustments as required during the fiscal year.

## **Financial Management**

- Provide overall management to the Finance Department, ensure that IFB's financial and accounting systems are operating in accordance with GAAP standards; that IFB is financially solvent; and that IFB's financial systems and controls are adequate to protect the assets and reputation of the organization.
- Create, coordinate, and evaluate the financial programs and supporting information systems of the organization to include budgeting, planning, and asset management.
- Ensure compliance with local, state, and federal authorities.
- Prepare financial statements and reports.
- Establish and maintain appropriate internal control safeguards.
- Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Oversee monthly and quarterly assessments and forecasts of IFB's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Manage grantor contracts and reimbursement requests.
- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Develop, maintain and direct system for purchasing and paying for goods and services, utilizing standard business practices.
- Maintain security of all check stock and vouchers.
- Maintain all records, in accordance with generally accepted accounting procedures, as required or needed by the organization through a coordinated document management system.

## **General Ledger**

- Reconcile bank and investment accounts monthly.
- Maintain subsidiary ledgers for various balance sheet accounts and reconcile all balance sheet accounts to supporting documentation monthly.
- Maintain fixed asset and depreciation records of the organization.
- Prepare monthly financial statements for review by the President & CEO and presentation to the finance committee and board of directors.

## **Grant Management**

- In connection with the Grants department & other program directors as needed, maintain grant records to enable monthly and/or quarterly reporting to grantors.
- Assist in working with department directors and grantors in understanding the accounting requirements for grants.
- Monitor elements of grants and contracts and maintain comprehensive files of all paperwork to support billings and other recordkeeping required in the grants and contracts.

## **Information Technology**

- Ensures that IFB technology and network is adequate to meet the growing needs of the organization.
- Assesses and plans for IFB technology needs (hardware, software, network and internet, phone system and intranet).

## **Insurance**

- Lead staff in making sure that IFB insurance needs are taken care of; serves as liaison to insurance broker - Board liability; General liability; ERISA; Workers Compensation; Cyber liability; and Commercial Auto insurance.

## **Payroll**

- Oversee the preparation of bi-weekly payroll for salaried and hourly employees, carried out by payroll coordinator.

- Ensure quarterly and annual payroll tax reports are compiled and submitted by third party payroll service.
- Direct summary of retirement plan contributions and prepare support for amounts paid to provider.

### **Purchasing/Inventory**

- Ensure that the agency has reasonable and accountable policies and practices in place, and follow for purchasing and accounting, inventory and accounting of donations.
- Review and assess plans for purchase, replacement and maintenance of IFB equipment and inventory. Ensure appropriate maintenance of inventory records.

### **Reporting**

- Improve the operational systems, processes and policies in support of IFB's mission -- specifically, support effective management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (IT and Finance), through improvements to each function as well as coordination communication between support and business functions.
- Oversee overall financial management, planning, systems and controls.

### **Risk Management**

- Oversee IFB insurance policies.
- Maintain all contracts.

### **Capital Campaign Accounting**

- Responsible for accurate accounting of all campaign pledges and timely payments against those pledges.

### **Construction Accounting**

- Responsible for all aspects of construction accounting as IFB moves forward with construction of a new facility.

## **MINIMUM QUALIFICATIONS**

### **A. Education, Experience, and Training**

- Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA). Accounting or Finance degree required. Graduate level degree preferred.
- Current and valid CPA preferred.
- Fifteen years' full-time, wage-earning experience in financial management (non-profit accounting experience preferred).
- Five years' CFO experience required.
- Experience in distribution industry with inventory experience preferred.

### **B. Knowledge and Skills**

- Demonstrated knowledge in financial management, government grants management, risk management, planning and forecasting.
- Strong analytical and organizational skills.
- Demonstrated proficiency in various modular based Accounting Software. (MIP, Sage, Great Plains, etc.).
- Excellent written, oral and interpersonal communication skills, in particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Ability to work independently with minimal supervision to achieve deadlines.
- Must have a strong ethical character, good judgment and discretion; capable of handling confidential and financial information.

- Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
- Ability to work effectively with other Foodbank staff and volunteers and liaise with other Foodbank and Feeding America financial staff.

**Food Safety:**

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

**Employment Requirement**

- Negative Drug Screen
- Successful Background Clearance

**Working Conditions**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Equal Opportunity Employer**

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.