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JOB DESCRIPTION – CHIEF FINANCIAL OFFICER

DEPARTMENT: Accounting

JOB TITLE: Chief Financial Officer

REPORTS TO: President

PURPOSE: The purpose of this job is to oversee and assure that all accounting/financial, budgeting, M.I.S., and administrative functions are managed in efficient and productive manner. Furthermore, that the aforementioned functions are accomplished in accordance with established procedures and standards.

JOB DUTIES:

Accounting & Finance Duties:

- Coordinates and assists in directing the accounting finance activities for the company.
- Assists in the development of accounting policies, the preparation of financial statements and operating data, and the coordination of systems and procedures.
- Forecasts short-range and long-range cash requirements and obligations, ensuring the availability of adequate funds at all times.
- Ensures protection of corporate assets through internal control, internal auditing, external auditing coordination and support, and ensuring proper insurance coverage.
- Monitors corporate investments and continually searches for investment opportunities for the company.
- Develops and maintains effective relations with banks, brokers, and other professionals associated with the company's investments/funds.
- Assists with tax planning and ensures compliance with all federal, state, and local corporate, payroll, and other applicable taxes.

Budgeting Duties:

- Assists the President in developing budgetary guidelines through, analyzes trends, compiling data, forecasting sales volumes, and by providing other necessary financial advice.
- Monitors corporate-wide compliance with budgetary guidelines, advising the President of potential problems when necessary.
- Ensures that all reports/documentation related to the budgeting functions are accurate and complete.

JOB DUTIES: (continued)

M.I.S. Duties:

- Assists with hardware and software purchasing decisions as well as system design and programming decisions.
- Provides staff with training necessary to run applications and/or systems hardware.
- Ensures adequate record retention and ensures that the appropriate amount of data security is in place at all times.

Administrative Duties:

- Oversees the management of employee benefits programs as well as pension programs.
- Monitors and fosters relations with regulatory agencies at the state and local level.
- Assists with human resource function for the company by establishing fair and effective policies and procedures and by ensuring that all compliance issues are satisfied.
- Maintains effective relations with legal counsel and seeks legal advice for the company when necessary.

JOB REQUIREMENTS:

1. General financial/accounting knowledge and the ability to ensure fully functioning and accurate accounting functions.
2. General knowledge of accounting standards/procedures as well as federal, state, and local rules and regulations.
3. Ability to analyze complex and varied financial data and forecast financial trends.
4. Ability to analyze short-range and long-range cash requirements and obligations, as a basis for maintaining adequate funds.
5. Knowledge and ability to input and access a variety of computer data, especially financial information.
6. Ability to assist in the development of corporate budgets and monitors the compliance of budgetary guidelines.
7. Knowledge of computer hardware, software and network systems.
8. Ability to analyze the Information Technology needs of the company and select the appropriate hardware/software to meet those needs.
9. Ability to maintain a high level of confidentiality related to all duties and responsibilities such as account balances, investing activities, budgetary information, human resource issues, passwords, and other confidential documentation.
10. Ability to apply complex accounting formulas and/or perform complex mathematical calculations.
11. Ability to communicate effectively with staff and other outside agents that are concerned/connected with the company.
12. Knowledge of human resource compliance issues and the ability to effectively develop policies and procedures.
13. Ability to manage staff and available resources in an efficient and effective manner.
14. Knowledge of organizational methods and the ability to manage multiple projects simultaneously.
15. Ability to remain calm and professional during peak periods of activities.
16. Ability to work daily and extended hours as necessary.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Frequent
Walking				Frequent
Bending/Kneeling/Crouching/Stooping				Occasional
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 20 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 20 Pounds				Occasional
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				Occasional
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Occasional
Operating Office Equipment				Occasional
Operating Computer				Occasional
Simple Grasping (right and left)				Occasional
Firm Grasping (right and left)				N/A
Fine Manipulating (right and left)				N/A
Foot Movements to Operate Foot Controls				
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				NO
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				Occasional
Plant				Occasional
Equipment/Maintenance or Repair Area				N/A
Rough Terrain				N/A
Other				Occasional

BASIC MENTAL REQUIREMENTS

This job requires the mental abilities to accumulate and disseminate complex financial data, analyze figures and computer generated data, develop reports and offer financial opinions for the consideration of the President. Logical thinking, good judgement, and effective communication skills are required to accomplish job duties.

WORKING CONDITIONS AND EXPOSURES:

Most of the duties of this job can be completed in an office setting. However, at times, the incumbent is required to travel on company business in a variety of weather conditions.

TRAINING:

Safety:

Right-to-know

Other:

On-the-job training
Employee Handbook

JOB QUALIFICATIONS:

Education BS in Business Administration or related field is required, MBA is preferred.

Experience 5-7 years of corporate accounting experience is required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Chief Financial Officer

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

Date

Applicant Signature