**Position Description**

**Position:** Chief Financial Officer

**Reports to:   
  
Date:**

**Role Description**

The role of this position is to provide strategic leadership and day to day management for financial and accounting operations of the company. This includes cash management, the production of periodic financial reports, and maintenance of an adequate system of accounting records. Also included is the responsibility for a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

**Scope of the Position**

This position is responsible for all accounting and finance operations of the company. Direct reports include **(describe positions and number of direct reports.)** The position is responsible for an annual budget of approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Dimensions of Position**

This position is housed at the headquarters office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the company’s executive staff as well as close cooperation and interaction with all branch location managers. Estimated travel for this position is \_\_\_\_\_%.

**Nature of the Position:**

Responsibilities expected of this position include, but are not limited to, the following:

* Maintain a documented system of accounting policies and procedures including a strong system of controls
* Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
* Ensure that all payables and receivvables are handled in a timely manner
* Process payroll in a timely manner
* Maintain an accurate and up to date chart of accounts
* Issue timely and complete financial statements
* Calculate and issue financial and operating metrics to measure company performance
* Manage the production of the annual budget and forecasts
* Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
* Coordinate the provision of information to external auditors for the annual audit
* Comply with local, state, and federal government reporting requirements and tax filings

**Position Qualifications**

Qualifications of the ideal candidate include:

* Strong commitment to creating a work environment where employees want to do their best
* Excellent oral and written communication skills
* Strong analytical skills
* Strong interpersonal skills.
* Exceptional organizational skills.
* Ability to think strategically.
* A minimum of 10+ years’ experience of progressively responsible experience in the accounting field
* Minimum 5+ years of management level experience
* Bachelor's degree in accounting or business administration; preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.

**Salary Range**

Minimum Midpoint Maximum