

## **Chief Financial Officer**

Department: Accounting, Finance, and Administration

Reports To: General Manager

FLSA Status: Salary Position

### **General Summary**

Directs accounting, financial planning, budgeting, forecasting, long-term investments, cash management, regulatory reporting, tax, and audit functions of the organization. Develops financial strategies and control systems to produce accurate financials. Develops accounting and financial policies and processes.

Oversees company financial operations and performance. Leads and manages accounting staff and activities to ensure accurate and timely account information and financial statements. Prepares financial statements and management reports. Produces profit and loss statements, balance sheets and financial prospectuses. Develops cash flow projections

Analyzes financials and presents to general manager and board of directors. Participates in strategic planning process. Acts as the organizational expert in financial management.

### **Essential Job Functions**

- Directs development of organizational budgets. Provides budget development guidance to managers as needed.
- Oversees telco audit functions to ensure compliance with all relevant regulations.
- Develops financial strategies and control systems to produce accurate financials. Ensures timely preparation and submission of all financial reports.
- Oversees organizational long-term investments. Researches and analyzes investments, business indicators, and economic changes and makes recommendations for future investments. Oversees cash management and recommends investment of cash reserves as appropriate.
- Develop and maintain banking relationships.
- Develops accounting and financial policies and processes.
- Analyzes company financials and provides general manager and board of directors with relevant financial data necessary for budgetary and financial decisions.
- Arranges for long and short-term financing.
- Analyzes risks and ensures adequate business insurance levels are maintained to safeguard company funds, securities and assets.
- Participates in strategic planning process. Acts as organizational expert in financial management.
- May develop forecasts and proforma financial statements as needed.
- Performs all other related duties as assigned by general manager.

### **Knowledge, Skills and Abilities**

- Knowledge of telco accounting and tax practices is preferred.
- Knowledge of state and federal financial reporting laws and regulations.

### **Knowledge, Skills and Abilities *(continued)***

- Knowledge of financial analysis, reporting, and investment practices.
- Knowledge of auditing, cash management and budgeting.
- Knowledge of company policies and procedures.
- Knowledge of management principles and practices.
- Knowledge of company products and services.
- Skill in operating office equipment.
- Skill in reading and interpreting statistical and financial data.
- Skill in oral and written communication.
- Skill in analytical thinking and problem solving.
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to make sound decisions using information at hand.
- Ability to think creatively and analytically, and make suggestions for improvement.
- Ability to organize and prioritize multiple work assignments.
- Ability to effectively present financial information and respond to questions from Board of Directors, owners, members, etc.
- Ability to pay close attention to detail.
- Ability to create a team environment and sustain employee morale.

### **Education and Experience**

- Bachelor's degree in finance, accounting or related field plus a minimum of five years of progressive finance and accounting experience. CPA preferred.

### **Professional Competencies**

- Personal Accountability: taking responsibility for personal actions
- Conceptual Thinking: analyzing hypothetical situations, patterns, and/or concepts to formulate concepts and new insights
- Problem Solving Ability: analyzing and diagnosing key components of a problem to formulate a solution
- Leadership: Organizing and influencing others towards a vision
- Flexibility: readily modifying, responding, and adapting to change with minimal resistance
- Planning and Organization: establishing a course of action to ensure effective results
- Solid knowledge of GAAP (Generally Accepted Accounting Principles)
- Advanced Excel Proficiency
- Microsoft Office Suite Proficiency
- Professional Written and Oral Communication
- Maintains Confidentiality

### **Other Requirements**

- Must have a valid driver's license
- Must pass pre-employment drug screening