

**Position:** Chief Financial Officer

**Reports to:** CEO

***Job Summary :***

- Oversees and manages the general financial affairs of the organization
  - Ensure financial procedures and policies are implemented and followed successfully
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- Works directly with the applicable departments to develop policies and monitor operations.
  - Monitor monthly financial operations
  - Prepares specific recommendations for the CEO.
  - Oversee the operations of accounting and finance.
  - Oversee the information systems and risk management department.
  - Reviews, updates and/or develops internal control systems for the organization
  - Conducts internal audits to assure compliance. Provides recommendations for improvement.
  - Monitors the annual audit and meets periodically with the outside auditors.
  - Manages the investment of operating cash flow, reserves and capital funds
  - Maintains all necessary records and accounting reports

**Education & Certification:**

- Bachelor's degree in business, finance or equivalent
- Certified Public Accountant or Certified Management Accounting designation preferred

**Knowledge, Skills & years of experience:**

- Minimum 7 years of experience in the areas of financial management & accounting  
Extensive budgeting expertise