**Newcap, Inc.**

**1201 Main Street**

**Oconto, WI 54153**

www.newcap.org

**JOB DESCRIPTION**

**JOB TITLE:** Chief Financial Officer

**SUPERVISOR:** Chief Executive Officer

**CLASSIFICATION:** Full-Time/Exempt

**WORKSITE:**  Oconto, WI

**PRIMARY RESPONSIBILITY:**

Responsible for the financial administration of the business affairs of the agency; insure compliance in coordination with generally accepted accounting principals; supervise Finance Department whose purpose is: to provide accurate and timely financial information to management and Board of Directors; to report accurately to funding sources; to provide financial budgeting for the Agency; to properly execute Agency financial transactions; and to manage the Agency's business affairs.

Serve as a member of the Leadership Staff team that requires the highest level of decision making responsibilities and confidentiality.

**SKILLS/ABILITIES:**

* Must have basic knowledge of financial statements and budget preparation
* Must possess a high level of leadership and supervisory skills
* Must have a high degree of mathematical and analytical skills and abilities
* Must have high degree of computer and computer program operation skills
* Must have the ability to handle multiple tasks
* Must possess a high level of interpersonal skills
* Must possess excellent verbal and written communication skills
* Must have the ability to work under pressure and meet deadlines
* Must have the ability to maintain confidentiality
* Must possess the ability to maintain accountability and to work independently
* Must have a high degree of dependability, organizational skills, and display high level of integrity and ethical standards
* Must have the ability to exercise independent judgment
* Must have the ability to follow instructions
* Must have the ability to foster teamwork within the organization.

**SCOPE OF RESPONSIBILITY:**

**Individual:**

* Attend workshops, in-service training, conferences and meetings as assigned.
* Comply with all agency policies and procedures.
* Responsible for attending the agency's strategic planning process and meeting goals of the agency's strategic plan as applied to the department.
* Accept other duties as assigned by the President/CEO of Newcap consistent with the agency mission and goals.
* Ambassador for Newcap, Inc., along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

**Management:**

* Design and maintain accounting systems that provide consistent and accurate reports to management.
* Develop, implement and maintain accounting policies and procedures.
* Supervise Finance Department staff, including over site, coaching/development and performance management
* Responsible for interviewing and selecting applicants for vacant positions in Finance Department
* Oversee the operations of the Finance Department, including the design of the department structure to ensure that it is adequate for maintaining agency and government standards of compliance.
* Participate in agency decision making processes and make recommendations concerning the commitment of agency assets.

**Fund Management:**

* Forecast cash flow requirements and related borrowing needs.
* Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.
* Maintain strong banking relationships.
* Arrange for equity and debt financing.
* Draw down cash from funding sources according to Newcap's cash management policy.

**Budgeting:**

* Work with management and program directors in preparing annual budgets and quarterly budget revisions. Provide an agency budget to the President/CEO for presentation to the Finance Committee for approval.
* Assist Management and Program Directors with the preparation of budgets for funding applications.
* Assist the President/'CEO in compiling the annual budget proposal to the Board Finance Committee and the Board of Directors.

**Financial Accounting and Reporting:**

* Provide accurate, timely financial reports and other financial management information to funding sources, program directors, and the Finance Committee.
* Prepare and submit all monthly and year-to-date financial statements to the President/CEO by the 17th of each month.
* Process monthly billings to funding sources and reconcile accounts and grants receivable.
* Provide over site to departments who conduct direct billing to grants/funding sources
* Review revenue and expense accounts in total and by funding source on a regular basis and compare them to budgeted amounts. Make recommendations to President/CEO, management and program directors based on any financial findings.
* Reconcile all balance sheet accounts on a monthly basis.
* Direct and analyze studies of general economic, business and financial conditions and their impact on the organization’s policies and operations.
* Maintain fixed asset, loan receivable, and debt payable records.
* Oversee Audit Bid process and bring a recommendation to the President/CEO and Finance Committee.
* Prepare all supporting information for the annual financial audit and funding source financial monitoring and reviews.
* Ensure compliance with financial/audit requirements of all grants/funding sources
* Provide over-site in the preparation of Newcap's 1099 forms, Tax Form 990, 1094-C and 1095-C forms, and other year end reports as required by law.
* Maintain records for related corporations/partnerships including the preparation of tax returns.
* Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner.
* Prepare Newcap's W-2s and annual payroll reconciliation.
* Provide information for Annual Report.

**QUALIFICATIONS:**

* Bachelors Degree in accounting. CPA is highly preferred and/or ability to begin the CPA certification process within nine months of hire.
* Strong working knowledge of fund accounting and grant reporting.
* Five to seven years experience in accounting, with at least two years in non-profit… understand government accounting.
* Experience working with tax credit projects preferred.
* Wisconsin driver's license.
* Must pass background check.

**SUPERVISION RECEIVED:**

Receives general supervision from the President/Chief Executive Officer.

**SUPERVISION EXERCISED:**

Exercises direct supervision of the Finance Department staff.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Please Note:** Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.

*Thank you for your interest in joining our Newcap, Inc. Team!*