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**Chief Financial & Operations Officer**

**Effective:**

Position Title: Chief Financial & Operations Officer (CFOO)

Position Reports To: President & Chief Executive Officer (CEO)

Direct Reports: In-direct supervision of office administration roles

Location: Charleston Office

Minimum Educational Experience**:** Bachelor’s degree in Accounting/Finance required

Required Licenses or Certifications: CPA preferred

Minimum Relevant Job Experience: 5 years in a finance role

Special Required Skills: Strong communication skills required. Strong time management and organizations skills required. Strong innovation skills and team building skills required.

**Essential** Job Duties and Requirements Include, but are not limited to, the below.

**Job Summary**

Reporting to the CEO, the CFOO is responsible for managing the finances and daily operations for the Association. The CFOO is the liaison to the Investment Committees of the Board and works closely with the Committee to strengthen ABVI’s financial position. The CFOO will continually evaluate best practices as it relates to internal controls, Human Resource (HR) and needed resources, with an eye toward both future needs and budget realities. The CFOO implements the infrastructure and systems needed to support strategic objectives.

**Qualifications**

* Knowledge on best accounting practices for nonprofits
* Expert knowledge of profit and loss, balance sheet and cash flow management and general finance and budgeting
* Understanding of human resources and personnel management
* Self-disciplined, able to prioritize tasks in order to meet deadlines, strong work ethic
* Demonstrated proficiency in computer technology including applications for project and data management and electronic calendars (QuickBooks, Windows, Microsoft Word, Excel, PowerPoint and Outlook preferred)
* Ability to quickly learn software specific to the department or institution including QuickBooks
* Strong written (including proof reading and editing) and oral communication skills
* Sound judgment and discretion in handling and securing confidential information as well as the ability to conduct oneself in a highly professional manner
* Flexibility to work as part of a team or independently to meet goals in a fast-paced, deadline-driven environment
* Self-directed to act and resolve issues

**Primary Duties and Responsibilities**

* Support and partner with the CEO to improve processes and policies and assists when needed in long-term organizational planning
* Preparing monthly, quarterly and annual financial reporting materials for the CEO and the Board of Directors (additional as requested)
* Responsible for ABVI budgeting, financial forecasting, cash flow, banking and coordination of audit activities
* As a full charge bookkeeper, responsible for QuickBooks entries, accounts payable and receivable, reconciles bank, credit card and investment accounts and other financial duties as required.
* Review operating costs and suggests cost-saving measures
* Administer for payroll and manages employee and employer IRA matches
* Tracking PTO and FML for all employees
* Ensures that all tax returns and state and federal reports are filed in a timely fashion
* Responsible for grant budgets and financial reporting
* Reconcile endowment and investment funds
* Ensure ABVI is properly insured
* Adherence to the highest ethical standards and ensure that the policies and procedures for ABVI (internal and external controls) do as well
* Identifies local funding sources when appropriate
* Supervising all daily operations of the company, including IT, facilities and HR
* Working closely with the CEO on all matters related to the business
* Performing employee reviews and developing corrective action plans if needed
* Developing and implementing strategies, procedures and business plans needed to enhance company growth
* Working with the Leadership Team to set company performance goals
* Assists where needed on special projects and activities
* Develops, nurtures, and maintains a professional relationship with clients, community agencies, program instructors, volunteers and the community-at-large
* Ability to emotionally and colorfully describe the incredible work done by ABVI
* Partners with CEO and the rest of the team to ensure that the focus remains on the organization’s mission while maintaining the culture that makes ABVI unique

**Core Values:** All employees are expected to exemplify the core values of ABVI. The core values are: 1. Mission First; 2. Courageously Innovative; 3. Work Smart; 4. Culture of Discipline and 5. Accountability.

**FLSA Status: Exempt.** 37.5 hours per week (fulltime), with additional hours requiring prior approval of supervisor.

**Compensation and Benefits:** Competitive salary based on candidate’s experience. Benefits include health insurance, a 3% IRA match and a flex PTO policy.

NOTHING CONTAINED WITHIN THIS JOB DESCRIPTION IS A GUARANTEE OF EMPLOYMENT, AND THIS IS NOT A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES ARE EMPLOYED AT-WILL AND EITHER THE COMPANY OR THE EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITHOUT CAUSE OR PRIOR NOTICE.

*[Reasonable accommodations may be made to enable qualified people with disabilities to perform the essential functions of this position pursuant to the Americans with Disabilities Act]*

*We are an equal employment opportunity employer.*