



## Chief Financial Officer

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Type: Full time

Employment Category: Salaried

Wage: \$70,000 - \$80,000

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### Position Description

Responsible for the planning, implementation, managing, and running of all finance activities for the agency, including direct responsibility for accounting, finance, forecasting, strategic planning, facilities, purchasing, analysis, and negotiations. The CFO is responsible for assessing financial risks and opportunities and overseeing and managing finance staff and tracking financial goals, objectives, and budgets with the CEO.

### Responsibilities for this position include:

- Develops financial well-being of the agency by providing financial projections and accounting services, preparing growth plans
- Responsible for the development of agency budgets to include annual agency budget, individual department budgets, new/proposed expanded services budgets, and preparing budget revisions as needed
- Oversee and provide strategic direction to relative ERP systems including accounting, payroll, billing and health records systems
- Implement a strong internal control system within the finance operation
- Analyzes and presents to the CEO and Board of Directors monthly financial reports for the agency, its programs and activities, including reporting on any financial issues and concerns. Provides oversight and review of required financial reporting for agency funding sources
- Partners with the CEO and other leadership members to chart a strategic direction to better serve the needs of clients. Stays informed on industry trends in accounting and mental health services management, seeking ideas and innovation to contribute to the betterment of the organization
- Provides oversight to ensure effective functioning of the billing, accounts receivable and accounts payable functions, as well as integration of billing information from the electronic health record system into the accounting system
- Identifies and monitors significant business operating risks and financial irregularities and trends and communicates information to pertinent stakeholders. Manages the agency's liability insurance program, including ongoing risk analysis
- Monitors changes in legal, regulatory and administrative environments and implements changes in procedures, as necessary, to maintain compliance while maximizing operational and financial results
- Manages the negotiation and execution of agency contracts with vendor and other outside contractors at the request of the CEO

- Meets with other leadership members on a regular basis to review departmental budgets, analyze department performance and develop improvement strategies
- Provides strategic recommendations, to include long-term business and financial planning to the CEO and CACS leadership team
- Manages the processes for financial forecasting and budgets and oversee the preparation of all financial reporting
- Establishes and develop relations with senior management and external partners
- Provides leadership, direction, and management to the finance team
- Develops, implements and manages agency finance related policies and procedures
- Stays informed on all grant and regulatory matters pertaining to the agency and recommends appropriate actions to maximize funding and maintain compliance with regulations.

## Requirements

- Bachelor's degree in Business/Finance-related field. Master's degree preferred.
- Five to seven years of senior financial management experience with a record of advancing responsibilities. Managerial experience with non-profit social service and/or health care agency preferred.
- Strong financial and accounting background with experience in private or non-profit sector preferred, including understanding of profit and loss, balance sheet, cash flow management, general finance, and budgeting
- Negotiation and problem-solving skills
- Strategic planning and business analytics skills
- Strong communication, organizational, and planning skills
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results
- Commitment to personal and organizational growth
- Strong interpersonal and communications skills, including leadership capacity
- Impeccable integrity, with a commitment to ethical practices and transparency
- Ability to maintain confidentiality