



CHIEF ADMINISTRATIVE OFFICER

Summary of Position

The Chief Administrative Officer will oversee the financial, human resources, compliance, and risk management operations of the agency. This position reports to the President & CEO and will work closely with each department to provide strategic direction, ensure the financial health of the organization, and support the overall mission.

Essential Responsibilities

Accounting/Finance:

- Provide oversight for and manage all day-to-day financial operations including budgeting, forecasting, and reporting.
- Provide timely (monthly, quarterly, annual) and accurate financial reporting, analysis of budgets, financial trends, cash flow and forecasts.
- Establish clear revenue metrics, reporting and reconciliation with the Director of Development.
- Prepare the annual budget and present to the Finance Committee and the Board.
- Report on financial results and issues to the CEO and the Board of Directors.
- Oversee project and grant accounting, ensure expenditures are aligned with programs and grant requirements, and review the preparation of all program financial reporting required for funding sources.
- Manage the liability insurance program, including ongoing risk analysis.
- Oversee the banking activities and actively manage cash flow to ensure it meets the needs of the organization.
- Manage outside contracts related to financial and development functions.
- Review the efficiency/effectiveness of the employee benefit programs annually.
- Oversee the annual financial audit, mandatory state and federal program audits, preparation and submission of the IRS Form 990 reports and other reports as necessary.
- Manage the accounting control systems ensuring the accurate and timely production of financial reports.
- Provides supervision to Accountant and Director of Development.
- Other duties as assigned.

Human Resources/Safety/Training:

- Plan, direct and monitor day-to-day human resources policies and practices concerning employment, recruitment, compensation, payroll, and benefits.
- Oversee the organization's Diversity, Equity & Inclusion initiatives.
- Maintain oversight for the employee performance review process and timeline.
- Develop and implement staff and leadership development programs which support a system-wide succession plan.

- Manage the Professional Employee Organization (PEO) contract with Thrive, to ensure employee benefits are properly maintained.

Qualifications.

- Bachelor's degree in accounting, with MBA or CPA preferred.
- 8+ years of leadership experience serving as a financial leader.
- Non-profit financial management experience preferred.
- Strong finance professional with ability to see "big picture" perspective but able to operate in a "hands-on" capacity, if needed.
- Sound technical skills and analytical ability, well-versed in QuickBooks accounting systems and reporting, Blackbaud and other reporting tools necessary to optimize all reporting and analytical functions.
- Must be able to pass a nationwide background check.
- Strong interpersonal and communication skills, experience in effectively communicating key data, including presentations to the CEO, the Board of Directors and/or other outside partners.
- Provide leadership in strengthening communications throughout the organization and promote a positive and supportive work environment.
- Ability to build positive, supportive relationships with the Senior Leadership Team and throughout the organization.

Working Conditions

The majority of the work will be performed with in a climate-controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed as an exhaustive statement of essential functions, responsibilities, or requirements.

How to Apply

Qualified candidates should submit their resume and cover letter by e-mail to Sarah Beilke at sbeilke@childabusenetwork.org