# Ink People CFO Job Description – Chief Financial Officer

**The Ink People is seeking a Chief Financial Officer to join its leadership team.**
**Salary range: between $35-$50, depending on experience.**
**Average hours per week: 24**
**Please send a resume and cover letter to Leslie Castellano at Leslie@inkpeople.org**
**Resumes accepted until November 15 or position is filled.**

**Strategy, Planning and Management**

- Act as Chief Financial Officer and strategic business partner to the Executive Leadership Team.
- Assess and evaluate financial performance of The Ink People with regard to long-term operational goals, budgets and forecasts. Provide insight and recommendations to both short-term and long-term growth plans of the organization.
- Identify, acquire and implement systems and software to provide critical financial and operational information.Evaluate departments and make suggestions for automating processes and increasing working efficiency.
- Communicate, engage and interact with the Board of Directors and Executive Leadership Team.
- Create and establish yearly financial objectives that align with The Ink People's strategic plan and forecasted growth.
- Select and engage consultants, auditors and investors.
- Recruit, interview and hire finance, accounting and payroll staff as required.
- Participate in pivotal decisions as they relate to strategic initiatives and operational models.
- Interact with and bring the finance department into line with the Board of Directors' plans, initiatives and recommendations.
- Implement policies, procedures and processes as deemed appropriate by the leadership team.
- Mentor and develop a team of accounting and bookkeeping staff, managing work allocation, systems training, performance evaluations, and supporting an effective team dynamic.

**Financial Analysis, Budgeting and Forecasting**

- Prepare and present monthly financial budgeting reports including monthly profit and loss by division, forecast vs. budget by division and weekly cash flow by division.
- Review and analyze monthly financial results and provide recommendations.
- Identify, develop and execute analysis of initiatives and/or new service offerings.
- Develop and maintain monthly operating budget and annual operating budget.
- Manage financial planning and analysis department. Supervise creation of reports, software implementation and tools for budgeting and forecasting.
- Support implementation of accounting practices and procedures for the DreamMaker Program.

**Accounting, General Ledger, Administration and Operations**

- Supervise the accounting department to ensure the proper functioning of all systems, databases and financial software. Provide regular maintenance and backup of all accounting systems and supervise company financial staff.
- Review and ensure application of appropriate internal controls, SOX compliance and financial procedures.
- Ensure timeliness and accuracy of financial and management reporting data for funders, foundations, granting organizations, and The Ink People's board of directors.
- Oversee the preparation and communication of weekly, monthly and annual financial statements.
- Oversee the preparation and timely filing of all local, state and federal tax returns.
- Work with the leadership team to ensure appropriate legal compliance.
- Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies.
- Oversee preparation of monthly, quarterly and annual financial statements.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
- Enhance and implement financial and accounting systems, processes, tools and control systems
- Hire, develop and manage accounting directors, managers and staff
- Serve as a key point of contact for external auditors; Manage preparation and support of all external audits.
- Coordinate and strategize methods used to attain team goals with other accounting and administrative staff

**Financial Management**

- Manage cash flow planning process and ensure funds availability.
- Oversee cash, investments and asset management area.
- Explore new investment opportunities and provide recommendations on potential returns and risks.
- Maintain outstanding banking relationships and strategic alliances with vendors and business partners.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the organization's plans and operating budgets.

**Financial Relations and Policies**

- Engage finance committee and/or board of directors to develop short term and long term plans, projections and budgets.
- Represent the Ik People to banks, financial partners, institutions, investors, public auditors and officials.
- Remain current on audit best practices as well as state, federal and local laws regarding company operations.
- Appreciation of art and culture sector a plus

**Cash Management**

- Supervise Accounts Receivable management and provide guidance relating to the collection process

**Chief Financial Officer (CFO) – Position Requirements**

- Bachelor Degree in Accounting, Finance, Business, or other related fields
- CPA preferred but not required
- 5+ years total accounting or finance experience
- Extensive experience with QuickBooks and other accounting software
- Experience with state and federal nonprofit compliance
- Experience with nonprofit finances and fund accounting
- Capacity to implement new financial reporting and tracking systems

- Background coordinating with I.T. staff to manage and/or upgrade accounting systems preferred. Systems implementation experience is strongly preferred.
- Outstanding communication and presentation skills.
- Demonstrated leadership ability, confidence and executive presence – ability to motivate staff.
- Excellent analytical, reasoning and problem-solving skills
- Experience working with external auditors, internal controls and compliance-related issues