



Family YMCA of Black Hawk County Position Announcement

Job Title: Chief Financial Officer
Pay Grade: Exempt
Reports to: CEO

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Chief Financial Officer at the Family YMCA of Black Hawk County serves on the CEO's senior leadership team; oversees and manages financial matters, development activities, investments and information systems; and provides strategic direction and leadership for YMCA business operations and initiatives. The Chief Financial Officer also positions the Y as a community convener and collaborator to address critical social issues.

Rate Range: \$48,000+ annually (salary commensurate with experience)

Expected Outcome of Role: *"As the Chief Financial Officer, you are a critical component to leading a professional staff team and volunteers to engage in healthy fiscal accountability. Through engagement, encouragement, and meaningful connections, you create the cornerstone of their success".*

Essential Functions:

1. Overall

- Support the mission of the YMCA.
- Incorporate the YMCA character development Caring, Honesty, Respect, and Responsibility in our daily routine and incorporate these character traits interacting with staff and members.
- Supervises exempt Operations Manager to work on concert with Fiscal Management, Human Resources, and Operations Policies and Procedures.
- Maintain a positive working relationship with fellow staff and members of all ages and background.

2. Fiscal Management

- Provide balanced reports daily of all income and expenses.
- Maintain files for both accounting and personnel.
- Responsible for accounts receivables and accounts payable.
- Reconcile bank accounts monthly in conjunction with outside accountant
- Prepare adjusting, reversing and closing journal entries.
- Oversee Payroll management functions with 3rd party vendor including validating payroll files, quarterly payroll taxes, W-2's, and processing paychecks.
- Administer insurance and employee retirement fund.
- Research prospects to ensure effective cultivation and solicitation, utilizing our membership, donor, and alumni base, as well as identifying new prospects for Annual Campaign, Heritage Club, Capital Projects, and additional fundraising efforts
- Provide leadership and identify prospects for planned gifts, continuing the growth of revenue and participation in the Heritage Club
- Prepare and submit annual reporting to YMCA of the USA. Coordinate annual grant reporting and metric tracking with assistance from department directors.
- Prepare materials and oversees annual audit process and meets periodically with auditors to update any changes within the YMCA. Ensures fidelity of all accounting standards and legal requirements are met.
- Coordinate with CEO, Volunteers, and Program Staff for all special fundraising events
- Maintain current and accurate files for all prospects.
- In conjunction with CEO and Development Committee, establish an intentional donor recognition plan for All gifts

3. Training and Development

- Design, develop and deliver staff training programs (e.g. new hire orientation and training – foster a positive attitude toward Y objectives – encourage a climate in which people have the competency, concern, and commitment to serve others)



- Assist leadership team in updating and maintaining job descriptions for their support staff
- Assist CEO in the design and maintenance of an effective employee recognition program
- Assist CEO in the design and maintenance of performance development and appraisal systems and succession planning
- Serve as a link between leadership and employees by handling questions and the interpretation of policies
- Assist the CEO in accumulating data in cost effectiveness of salary rates and benefits

4. Policy and Compliance

- Maintain, update, and initiate new hire checklist – packet completion
- Coordinate staff uniform, nametags, email account set-up and business cards
- Provide explanation of benefits program – health and retirement options
- Maintain, update, and initiate exit interview process
- Implements and educates staff on employee policies and procedures
- Assists CEO in preparing and maintaining employee policies/procedures and updates annually
- Implements procedures for the maintenance of permanent personnel records

5. Recruiting

- Assists leadership team in identifying potential candidates to fill staff vacancies
- Assists CEO and leadership team with phone interviews and live interview committees

6. Budget

- Monitor income and expenses and stay within budget of all programs. All variances must be reported to CEO with explanations, in conjunction with appropriate staff
- Prepare monthly financial reports by department and branch. Distribute accordingly.
- Conduct monthly finance committee meetings for corporate and branches.
- Prepare to answer questions regarding variances from budget.
- In cooperation with the CEO and Finance Committee, develop, monitor, and implement the annual budget.

7. Program Promotion

- In conjunction with Member Engagement Director and CEO, design and implement communications appropriate to donor cultivation and stewardship
- Develop a strong presence in the community through effective networking, planning and execution of communications

8. Qualifications

- BA/BS in business, accounting, human services, or related field or similar experience. (MBA, CPA, or CMA preferred)
- 3-5 years of substantial experience in accounting and fiscal management
- Non-Profit experience a plus, but not required
- Knowledge and understanding of general business matters required including budget development, financial reporting, cash management, business taxes, banking and debt financing
- Volunteer management experience a plus, but not required
- Demonstrated fundraising success
- Demonstrated success in communications, training, and conflict management
- Experience in effectively managing a staff team
- Experience creating and managing donor tracking and stewardship systems
- Work towards obtaining Multi-Team Leader Certification.

To Apply: Send resume and cover letter with attention to Norm Johnson, CEO at jobs@blackhawkymca.org.