

Position: CHIEF FINANCIAL OFFICER
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT | www.uw.org
Department: FINANCE
Reports to: EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER
Date Prepared: November 2, 2015

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) has made a promise to our community to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today—a community problem-solving organization, dedicated to advancing the education, income, and health of our neighborhoods and communities to ensure every child succeeds every step of the way, from cradle to career. UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated, and recognized for their efforts. All levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results by communicating, aligning, and integrating our organizational goals.

POSITION OVERVIEW

The Chief Financial Officer oversees all fiscal and fiduciary responsibilities for United Way of Salt Lake. As a member of the senior management team, the CFO will collaborate to further develop and implement the financial strategy in support of organizational goals. The CFO leads the Financial Services Department and coordinates the financial reporting, accounting, pledge processing and budgetary functions of UWSL. The CFO will work closely with the board of directors, administration/finance, audit, and investment committees; reporting the organization's financial results to its governing bodies and community stakeholders.

KEY RESPONSIBILITIES

STRATEGY

- Oversee long term budgetary planning and cost management alignment with UWSL's strategic plan
- Assess organizational performance against the long term strategy. Develop tools and systems to provide critical financial and operational information to the management team; make actionable recommendations on both strategy and operations
- Engage the board-level finance, audit, and investment committees around issues and changes in the organization's financial operating models and delivery. Assist in establishing board-level finance, audit, and investment committees yearly objectives and meeting agendas; select and engage outside consultants (auditors, investment advisors) when appropriate

FINANCIAL AND OPERATIONAL MANAGEMENT

- Coordinate with all departments to prepare annual budgets and periodic expenditure reports
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with GAAP, regulatory requirements, and conformity with United Way Worldwide's Standards of Excellence
- Develop and maintain grant expenditure reporting system
- Develop and implement process for calculating and reporting on "return on investment" related to specific projects and overall operations
- Oversee the preparation of monthly financial statements, general ledger adjustments, and closing journal entries
- Reconcile bank and investment accounts to general ledger; reconcile fixed assets to general ledger

- Ensure adequate system of internal accounting controls is in place and is operating as designed, to protect the physical and financial assets of UWSL, to ensure the integrity of financial information, and to reduce the risk of illegal acts
- Prepare financial statements for review/approval by board and UWSL governing committees
- Prepare books and records for audit by independent audit firm
- Oversee the preparation and timely filing of governmental tax returns and reports
- Manage the day-to-day investment of UWSL's financial assets; serve as Co-Trustee and Co-Administrator, with President and CEO, of retirement plan
- Maintain adequate insurance coverage including: fire, theft, general liability, auto and equipment, retirement plan, cyber security, directors and officers coverage, etc.
- Review and approve contracts that support organizational operations, events, and activities
- Coordinate organizational IT needs with outside consultant and management team
- Oversee, develop, and periodically review all formal finance and IT related procedures and processes
- Perform other duties as assigned

TEAM MANAGEMENT

- Lead Financial Services Department team of five
- Guide cross-functional strategy between departments to track, allocate, and analyze grant distribution process for accurate reporting and projections
- Ensure department processes, records, and acknowledges donor pledges properly and timely
- Ensure grant and donor designation distributions are accurate and timely

POSITION REQUIREMENTS

- Ethical leader; operates with absolute integrity
- Mature and responsible with proven experience working as a business partner to the CEO/COO
- Strong analytical skill and experience interpreting strategic vision into an operational model
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting
- Skill in examining, developing, reengineering and recommending financial and technology policies and procedures
- Involved manager with desire to work in a mission-driven environment; demonstrated commitment to the social sector
- Collaborative and flexible style, with a strong service mentality
- Effective communicator with strong oral and written skills
- Nonprofit board management experience preferred

MINIMUM REQUIREMENTS

- BS degree in applicable field, and CPA certification (MBA a plus)
- 5 years of in-depth experience in auditor, controller, or CFO roles with an organization of 50+ staff
- 3 years of management experience with increasing responsibility
- Experienced in accounting programs and other office technology including Microsoft Outlook, Word, and Excel

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats. Frequently communicates with internal and external stakeholders; must be able to exchange accurate information. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. Special physical demands are not required to perform work.

SALARY INFORMATION & FLSA STATUS

This is an exempt position that pays \$90,000 – \$120,000 annually depending on experience.

TO APPLY

Complete applications include a cover letter, resume, and employment application. Only complete applications will be considered. Employment applications, and the complete job description, can be found at <http://www.uw.org/about-us/careers/html>

NOTE: *The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*