

TITLE: Chief Financial Officer

SUPERVISOR: President/CEO

STATUS: full-time, exempt

QUALIFICATIONS:

- College degree and at least 10 years experience preferably in a not for profit environment
- Demonstrated leadership and significant experience in directing, training and mentoring staff

SUMMARY OF RESPONSIBILITIES:

The Rogerson Communities Chief Financial Officer directs all financial activities of Rogerson Communities. This individual is an active member of the corporate management team and is responsible for the development and implementation of short and long-term strategic planning with that group. To support all these responsibilities, the person in this position must have excellent analytical, organizational, and communication skills with great attention to detail and a proactive approach to solving problems.

RESPONSIBILITIES & DUTIES:

- Responsible for the timely, accurate and ethical budgeting and accounting for the activity and finances of Rogerson Communities, its subsidiaries and its clients, including managed properties, properties under development, services and programs
- Maintain and develop various financial models and standard templates distributed for use during the planning processes, ensuring quality, accuracy and focused analytic review.
- Prepares various weekly/monthly financial reports by collecting, formatting, and analyzing data, and providing explanations and recommendations for noted variances.
- Monitors and manages the cash flow of each of the above entities daily.
- Approves all expenditures for payment and authorizes short-term investments
- Acts as the 403(b) administrator and will sign documents as required in that capacity and is responsible for the Principal relationship
- All audits are ultimately the responsibility of the Chief Financial Officer although the day to day communications are handled by the Controller. Top level corporate strategies and their communication to auditors is the responsibility of the CFO.
- Directly supervises the Controller and the Accounts Payable Manager.
- Participates in the development of technology recommendations and provides lead implementation in conjunction with the Chief Administrative Officer and Director of Information Technology in authorizing computer network design, specifying hardware and selecting software, identifying appropriate policies for information management, and negotiating network maintenance and technical support contracts.

- Responsible for cost proposal development and profit or business analysis, compliance issues and interfacing with government agencies.
- Budget and Monitor all indirect expenses and any unallowable expenses; coordination with Directors who oversee Property/Program Managers on spending is a monthly event.
- Attention to detail and a full understanding of rate structure and cost impact is required to successfully complete the duties of this position.
- Supports the President/CEO in implementing techniques that will ensure continuous business improvements and ensure the accurate documentation of those processes.
- Responsible for keeping the President/CEO and senior management team apprised of all significant financial developments to support this and has a high level of presentation ability.
- Acts as staff representation to the Investment Committee, Audit Committee, Finance Committee, Executive Committee and others as needed.
- Performs other related duties incidental to the work described herein as defined by the CEO.