

**POSITION DESCRIPTION**

Approved By: Executive Director

**Job Title:** Chief Financial Officer      **Team:** Administration  
**Reports To:** Executive Director      **FLSA:** Salaried, Exempt  
**Recent Review Date:** 04.23.24      **Future Review Date:** 04.23.26  
**Hiring Range Based on Education and Experience:** \$3461.54 - \$3653.85 per pay period

**AGENCY SUMMARY:**

CNY Works is a not for profit (501 (c)(3)) corporation and serves as the Onondaga County Workforce Development Board. CNY Works has been designated by local government (City of Syracuse and Onondaga County) to administer the workforce development funds allocated to the local workforce area. CNY Works functions as the apolitical convener of business, economic development, and community agendas to define workforce system goals, garner resources and support growth and development of the local and reginal economies.

**CAREER CENTER SUMMARY:**

The CNY Works Career Center is the heart of the One-Stop Delivery System in Onondaga County and provides comprehensive career services to job seekers, specifically youth, adult, and dislocated worker populations. The Career Center delivers high-quality career services, education and training, and comprehensive supportive services to local job seekers and employers tailored to meet the needs of the local and regional economies. Services include individual and team case management, Resource Center access and support, workshops and other partner and community-based services aimed at developing job seekers’ skills for employment success.

**POSITION OVERVIEW:**

The Chief Financial Officer is a senior member of the CNY Works Career Center’s Administrative team that is responsible for the management and reporting requirements associated with the Agency’s diverse funding sources – federal, state, local, grant, and philanthropic. The CFO is responsible for managing the financial operations of the Agency, ensuring the Agency’s financial health and sustainability. This role will oversee all financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The Chief Financial Officer will work closely with the Executive Director and Board of Directors to develop and implement financial strategies that support the Agency’s mission and goals.

**POSITION ESSENTIAL FUNCTIONS:**

- Prepare periodic financial reports in accordance with Board and grantor requirements.
- Develop and administer cost allocation processes to align costs with grant requirements and adhere to allowable cost standards.
- Maintain spreadsheets related to funded training costs and account for accruals and obligations as required by grantor requirements.
- Prepare GAAP basis financial statements and work with external auditors performing an audit per requirements of Government Auditing Standards and 2 CFR 200, “Uniform Guidance”. This includes preparing and pulling preliminary documentation for external Audits and NYSDOL Audits and acting as point person for accumulating and reviewing all Program and Fiscal documentation as requested by auditors.
- Work with external Audit firm to upload final audited Financial Statements to the Federal Audit Clearinghouse (FAC).

- Review Nonprofit Federal and NYS annual filings before sharing with the Executive and Finance Committee and full Board. Ensure signature is on Federal Form 990 for electronic submission and submit NYS CHAR500.
- Supervise staff that perform organization's accounting and finance functions.
- Monitor case management documentation to ensure programmatic outcomes are accurately reported.
- Prepare RFP documents and evaluation criteria.
- Ensure adequacy of procurement and purchasing processes.
- Ensure Annual 1099 NEC and 1099 Misc are timely submitted.
- Manage contracting, i.e. ensure contracts meet requirements of Uniform guidance and internal policies, ensure amendments and renewals are properly approved and documented.
- Ensure contracts are properly executed, attestations are signed, and close out documentation is sent to funders in a timely manner.
- Oversee organization's cash management system and prepare cash requests to cover applicable expenses.
- Audit invoices and prepare weekly checks for Executive Director's signature.
- Other duties as assigned.

#### Budget Management

- Prepare cost projections and analysis related to grantor-required spending thresholds.
- Collaborate with Management to develop annual budget.
- Collaborate with Management to create individual budget plans for new and renewing grant applications.
- Present budget-to-actual reporting and describe variances to management and the Board.

#### Retirement Plan

- Administer the Agency's 401(k) retirement plan in conjunction with the Chief Operating Officer and ensure compliance with regulations with a contracted third-party administrator and investment advisor.
- Review 5500 Form and ensure all required notifications are made to participants.

#### System Management

- Oversee and maintain accounting systems that support internal and external reporting requirements.
- Maintain/enhance Organization's internal control system.
- Implement any corrective action as may be required by grantors.
- Maintain written policies and procedures as required to comply with grant regulations and management requirements.

#### **ACCOUNTABILITIES:**

Meet the expectations of the Executive Director of CNY Works; Meet position essential functions for quality and productivity; Effectively work with senior leadership team and other professionals within the organization and community; Ability to work flexible hours to fulfill expectations associated with senior leadership responsibilities; and adhere to agency policies and procedures.

#### **QUALIFICATION STANDARDS:**

Bachelor's degree with concentration/major in Accounting field, CPA preferred, and five to ten years of experience in progressively responsible positions with at least five years in a senior level management position that involved grant accounting, policymaking, leading, supervising and training people, decision-making, and business planning. Experience in a non-profit organization ideal.

*Attention to detail and impeccable organizational skills are critical attributes, including a high level of written and oral communication skills.*

- Experience with Abila (SAGE) MIP fund accounting software.
- Ability to establish and maintain effective working relationships with senior management, finance staff, colleagues, Board members, and private and governmental agency representatives.
- Ability to express oneself effectively and clearly, both verbally and in writing, and ability to understand verbal and written instructions/directions.
- Excellent presentation skills.
- Ability to organize and prioritize work to ensure deadlines are met, and ability to perform multiple tasks simultaneously.
- Ability to complete detailed tasks with a high level of accuracy and ability to work without supervision and make sound decisions.
- Ability to work independently and as part of a team.
- Proficiency in using Microsoft Office, including Word, Excel and PowerPoint.
- Ability to receive and convey detailed instructions to team members, community partners, and vendors accurately.
- Ability to research and analyze detailed information accurately.
- Ability and desire to understand the overall functions of the organization and apply this understanding to work performed.
- Ability to work extra hours, including evening hours and weekends, as job duties and deadlines demand.
- Ability to sit for prolonged periods of time at a desk.
- Ability to lift 15 to 20 pounds, occasionally.
- Must have a valid driver's license and own transportation.

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position**

**Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship**