

Job Description

Job Title: Chief Financial Officer
Department: Administration
Reports To: President & CEO
Approved By: Erik Bjontegard, CEO
Approved Date:

SUMMARY

Directs the organization's financial planning and accounting practices as well as its relationship with lending institutions, shareholders, and the financial community by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, real estate, long-range forecasting, and insurance activities for the organization.
- Directs the controller in providing and directing procedures and computer application systems necessary to maintain proper records and to afford adequate accounting.
- Directs the treasurer in activities such as custodian of funds, securities, and assets of the organization.
- Appraises the organization's financial position and issues periodic reports on the organization's financial stability, liquidity, and growth.
- Coordinates tax reporting programs and investor relations activities.
- Analyzes consolidates and directs all cost accounting procedures together with other statistical and routine reports.
- Oversees and directs the preparation and issuance of the corporation's annual report.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Analyzes operational issues impacting functional groups and the whole institution and determines their financial impact.
- Evaluates and recommends business partnering opportunities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors Degree in Accounting or Finance is required. Masters in Business Administration or Accounting is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant or Licensed Attorney.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.