

POSITION OPENING

Position	Location	Department
Chief Financial Officer	Chapter Headquarters, Fairfax	Business Systems, Executive

Cover letters and resumes may be emailed to hrresumes@redcrossnca.org

General Summary

The Chief Financial Officer provides strategic direction and oversight to the business and 'back office' systems of the Chapter including, but not limited to, accounting and finance, information technology, human resources, and facilities and operations. It is responsible for ensuring that all systems for which it is responsible comply with local, state, and national law, corporate policy, policies set by the Board of Directors, and best practices as well as managing those critical functions that support all Chapter activities. It serves as a member of the senior management team and advises and recommends procedure and direction to the team and the Chief Executive Officer.

Responsibilities

- Directs the operation and performance of all business systems departments including, but not limited to, Finance and Accounting, Information Technology, Human Resources, and Facilities and Operations as well as the NIH/NMDP Support Contract. Ensures that performance of those departments meets requirements and targets established by the senior management team, the Board of Directors, and the American Red Cross.
- Directs and manages all matters related to revenue and finance. Serves as the Chapter's primary advisor and asset manager on all matters pertaining to finance and investment. Implements programs and procedures that maximize financial return while minimizing risk.
- Maintains a close relationship with the national Shared Services Center to ensure proper accounting and internal controls of all Chapter funds as well as proper disposition of all human resources functions. Implements and enforces Standard Operating Procedures related to assigned functions.
- Administers the Chapter's purchase card program. Administers the Chapter's travel card program.
- In conjunction with the Budget and Finance Committee and the Investment Committee, manages the Chapter's unrestricted and restricted investment portfolios.
- Develops and manages the budget process. Produces budgets, budget forecasts, and periodic financial reports for all departments to provide data needed to manage budgets.
- Continuously conducts internal program audits and reviews of business and operating systems and processes among all departments. Maps process flows and recommends adjustments to those flows to facilitate departmental operations and reduce cost and redundancy. Identifies and recommends processes and systems that will reduce expense and increase effectiveness.
- In conjunction with the Personnel Committee, ensures that the Chapter's management and administration of paid staff comply with best practices and serve to develop their professional capabilities.
- Serves as the Chapter's primary contract officer. Reviews all prospective contracts to ensure Chapter interests are guaranteed. Negotiates all major contracts. Ensures all Chapter contractual arrangements meet national sector guidelines and approval. Supervises and manages the contracted program throughout the life of the contract. Acts as the Principal Investigator (PI) for the NIH/NMDP Support Contract.
- Identifies, develops, and involves a diverse and effective paid and volunteer staff for those departments for which this position is responsible. Implements a program of effective human resource management that places competent and committed paid and volunteer staff in key

management and operational positions. Continuously increases the utilization of volunteers in building organizational capacity; develops, trains, and supports volunteers to accomplish and expand the work of the unit.

- Develops and maintains effective business relationships with business, governmental, and community organizations designed to expand Red Cross services and increase support.
- Develops and implements procedures and systems to safeguard all Chapter property and to improve Chapter resources. Acts as the primary contact with external auditors to ensure timely and accurate audits of Chapter fiscal practices.
- Monitors and evaluates performance of assigned staff. Takes corrective action as necessary in accordance with Chapter policy. Ensures compliance with federal, state, and local regulations.
- Performs all other related duties as assigned.

Qualifications

The ideal candidate has earned a Bachelor's Degree in accounting, finance, administration, or a related field from an accredited college or university. A Master's Degree in Business Administration and/or a CPA certification is preferred. A minimum of seven (7) years of related experience in managing a complex non-profit organization is required. The successful candidate will possess demonstrated successful experience in fiscal management, information technology, and human resource management. Must have excellent presentation, interpersonal, verbal/written communication, analytical, planning, and organizational skills. Proven experience in successfully working with boards of directors or other volunteer management groups is preferred.

WORKING CONDITIONS:

Work is generally performed in an office environment where there is no physical discomfort due to temperature, dust, noise, and the like. A significant portion of the work is performed within the community and out of the office. Evening and weekend work is frequently required. Travel is required throughout the region of responsibility. Some out-of-area travel may be required, as necessary.

A background check may be required at the discretion of the chapter. A valid driver's license and good driving record is required to operate chapter vehicles. This position may require the ability to lift small objects weighing up to 30 pounds.

In the event of major disasters within the chapter, this position may be mobilized to meet disaster related needs. Must be available to perform disaster-related duties in times of natural disasters or other significant emergencies.

Reporting Relationships

1. Reports directly to the Chief Executive Officer.
2. Supervises various department heads including, but not limited to, Director, Information Technology, Director, Facilities and Operations, Director, Human Resources, and the General Manager of the NIH/NMDP contract program.
3. Provides staff support to the Board of Directors and various board committees including Budget and Finance, Audit, Investment, Personnel, and Facilities Committees.