



CAPC Job Announcement Chief Financial Officer (CFO)

Grade: 15: \$26.42 to \$37.59 per hour

Benefits Eligible

FLSA Classification: Exempt

40 hours per week / 52 weeks per year

Open: October 31, 2017

Closed: When Filled

SUMMARY: Reporting to the Executive Director, the Chief Financial Officer (CFO) is a senior management position in Community Action Program Committee, Inc. The CFO is responsible for financial planning, fiscal management, payroll, contracts, and risk management for the organization. The CFO must have a working knowledge of non-profit and applicable Federal and State accounting methods and regulations. Additionally, the CFO should have a working knowledge of Head Start standards for grant management and a working knowledge of grant management for the Community Service Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), Weatherization Programs, and management of the Agency's Information Technology Program.

The CFO is also responsible for interviewing, training, planning, assigning and directing work, performance evaluations, staff development plans, rewarding, disciplining and addressing concerns, resolving problems, and customer service for the finance department.

EDUCATION / EXPERIENCE: Certified Public Accountant or a Bachelor's Degree in accounting, business, fiscal management, or a related field is required.

OTHER QUALIFICATIONS:

This position requires strong communication skills and experience in financial management, accounting, and strategic planning. Must have skills, knowledge, and ability to effectively and efficiently utilize and navigate accounting / payroll software programs.

PHSICAL DEMANDS: This position requires the employee to be in a sitting position for most the work hours. The employee must be able to frequently lift 10 lbs. with occasional bending, stooping, and overhead arm movements. Frequent keyboarding, finger dexterity, and computer use. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Interested candidates should submit an employment application / resume located at www.capc-pensacola.org. For more information, contact David Powell, HR Director, 850-438-4021 or email d.powell@capc-pensacola.org.

Community Action Program Committee, Inc is an EOE and participates in E-Verify.