MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION

Chief Financial Officer

Job Title:	Chief Financial Officer
Department:	Administration
Reports to:	Chief Executive Officer
FLSA Status:	Exempt
Salary:	$62,000-$87,000

SUMMARY:

Under the general direction of the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) is responsible for the overall financial management, fiscal integrity, and financial compliance of Maui Family Support Services, Inc. (MFSS).

The CFO provides leadership and oversight of the Agency's financial operations and ensures that financial systems, internal controls, policies, procedures, and reporting practices support the organization's mission and comply with applicable federal, state, county, and local requirements.

For programs funded in whole or in part by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, the CFO is responsible for supporting fiscal systems and practices that meet applicable Head Start Program Performance Standards, the Head Start Act, federal award requirements, and applicable provisions of 2 CFR Part 200.

The CFO works with the CEO, Executive Leadership Team (ELT), program leadership, Board of Directors, Finance Committee, Policy Council, auditors, funding agencies, and other stakeholders to ensure responsible stewardship of public and private funds and the Agency's long-term financial sustainability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Leadership and Management

1. Provides overall leadership for the Agency's financial management and accounting functions and advises the CEO and Board of Directors (BOD) on financial matters affecting the Agency.
2. Assists the CEO and ELT with short- and long-range financial planning, financial forecasting, resource allocation, and development of strategies that support the Agency's mission and program objectives.
3. Develops, coordinates, and monitors the Agency's annual operating budget and program budgets, including budgets for federal, state, county, and private funding sources.
4. Provides timely budget-to-actual analysis and financial reports to the CEO, BOD, Board Finance Committee, Policy Council, and funders.
5. Conducts Finance Policy review and makes recommendations to the CEO and BOD.
6. Designs, implements, and maintains appropriate internal control systems and procedures in accordance with Generally Accepted Accounting Principles. Informs the CEO and other members of the ELT, as appropriate, of any discrepancies promptly.

7. Responsible for all fiscal policies, procedures, and records. This responsibility includes the supervision of:
   a. maintenance of the Chart of Accounts and the Agency's accounting system;
   b. maintenance of all cash accounts;
   c. maintenance and reconciliation of subsidiary ledgers; cash disbursements, cash receipts, accounts payable, accounts receivable, payroll, capital assets, and journal entries for adjustments to the general ledger;
   d. compliance with federal, state, local, and other applicable taxes;
   e. reconciliation of payroll tax liabilities;
   f. compliance with state and federal regulations and maintenance of payroll records, including information regarding vacation and sick leave, benefits, timesheets, and wages;
   g. review of investments and returns; and
   h. preparation of monthly, quarterly, and annual financial statements.
8. Maintains fiscal compliance with program contract requirements. Processes monthly, quarterly, and annual billings as specified by each funding source. Resolves problems encountered with processing fiscal contract requirements by communicating directly with the funding source.
9. Provides project management, supervision, and coordination with contractors for any building renovations and improvements over $25,000 and/or involving Federal funds and ensures contract and regulatory compliance.

Auditing and Monitoring

1. Coordinates the Agency's annual financial audit and other federal, state, county, program, and funding-source audits or monitoring reviews.
2. Serves as the primary fiscal contact for external auditors and funding-source fiscal reviewers, as designated by the CEO.
3. Provides auditors and monitoring entities with accurate financial records, supporting documentation, reconciliations, reports, policies, and other information requested during reviews.
4. Reviews audit and monitoring findings with the CEO and appropriate leadership and assists in developing and implementing corrective action plans.
5. Monitors the status of fiscal corrective actions and reports progress to the CEO and, as appropriate, the Board Finance Committee and Board of Directors.
6. Maintains readiness for federal and other funding-source monitoring by ensuring that fiscal records, systems, policies, and supporting documentation are organized, current, and accessible.

Procurement, Property, and Contracts

1. Ensures that financial aspects of procurement activities are conducted in accordance with Agency policies, applicable federal requirements, and funding-source requirements.

2. Provides fiscal oversight of contracts and significant purchases to ensure appropriate authorization, documentation, budget availability, and compliance with applicable requirements.
3. Oversees the financial aspects of property and equipment management, including appropriate accounting, inventory, capitalization, safeguarding, disposition, and reporting requirements.
4. Provides fiscal oversight and coordination for significant facility renovations, improvements, and capital expenditures, including projects involving federal funds.

Payroll and Personnel-Related Financial Management

1. Oversees the financial aspects of payroll processing and ensures accurate recording and allocation of personnel costs.
2. Ensures appropriate procedures are maintained for payroll liabilities, taxes, benefits, timesheets, leave balances, wages, and other personnel-related financial records.
3. Supports compliance with applicable requirements governing the allocation and documentation of personnel costs charged to federal and other restricted awards.
4. Supervises the Finance staff and provides direction, training, performance feedback, and professional development opportunities.
5. Evaluates the performance of personnel in the Finance Department.
6. Recommends hiring, disciplinary action, training, promotion, and termination of Finance Department personnel in accordance with Agency policies.

Employee Standards

Customary Compliance

1. Adheres to administrative and program rules, policies, procedures, and objectives.
2. Assists in care and maintenance of program equipment and supplies.
3. Consistently reports to work on time and is ready to work at the appointed start time.
4. Provides proper notification when late or absent.
5. Adheres to and abides by the agency's Code of Ethics.
6. Reports to work well-groomed and in compliance with the agency's dress code.

Performance Quality Improvement (PQI)/Quality Assurance Plan (QAP)

1. Uses the values, philosophy, tools, and techniques of PQI/QAP to support the organization's quality in all daily work.
2. Actively participates in PQI/QAP education.
3. Actively participates in committees, teams, and task forces as requested.
4. Develops and implements action plans for performance improvement and understands what is necessary to meet the Agency's needs and expectations.
5. Attends training as requested and needed.
6. Will report all concerns of suspected CAN to CPS Intake Services or if concerned about an immediate danger to a child, will call the Maui Police Department.

Chief Financial Officer

Mission

1. Demonstrates the ability to interact positively and helpfully with participants, visitors, volunteers, Board, Community, and staff.
2. Respects the dignity of all by maintaining their privacy, ensuring confidentiality, and maintaining appropriate boundaries.
3. Exhibits a commitment to the organization's mission.
4. Reflects commitment to building a supportive work environment and maintains a positive attitude in the workplace and toward the job.
5. Projects a good image in engaging with the public and is willing to make an extra effort to help build a quality and caring social services organization.

Effective Communication

1. Demonstrates effective communication skills by conveying necessary information accurately and concisely, respectfully, listening effectively, and asking pertinent questions.
2. Communicates effectively with all MFSS programs and staff, both orally and in writing; can read and understand written material and can write effectively to meet the job requirements.

Staff Relations

1. Establishes and maintains cooperative relationships with participants, staff, and others using a humanistic attitude (anticipates needs, is respectful, caring, and courteous).
2. Teamwork: interacts with fellow workers in a way that promotes a harmonious and cooperative working environment. Volunteers and interacts in a supportive, helpful manner.

Environmental Safety

1. Adheres to safety, health, and regulatory requirements as described in the administrative and program operations and policies & procedures.
2. Reports incidents and unsafe work conditions to supervisor and/or member of Executive Leadership Team, immediately.

QUALIFICATION REQUIREMENTS

A. Skills/Knowledge:

Knowledge of non-profit financial management is an essential requirement of this position. Experience with federally-funded programs such as Early Head Start is preferred.

B. Education/Training:

1. Master's degree in Finance or Business Administration preferred; or
2. Bachelor's degree in Accounting, Business Administration, or related field required and five (5) years of experience in working with human service programs to include experience in program design, planning and evaluation, budget planning, service delivery administration, report and proposal/grant writing, interpreting federal

contracts, government reporting requirements and financial management, and supervision of staff.

C. Other Requirements:

1. Ability to work collaboratively with funding agencies at the federal, state, and local levels.
2. Knowledge of Hawaii community and human service resources. Ability to work flexible hours, including evenings and weekends.
3. Current driver's license.
4. Access to an insured vehicle.

Required Competencies

Communication Skills:

Ability to read, analyze, and interpret technical procedures or governmental regulations and laws. Ability to write reports, business correspondence, and procedure manuals. Ability to present effectively and respond to questions from groups of managers and governance bodies. Extensive verbal communication with staff, supervisors, the Board, potential funding sources, collaborators, and the public. Extensive written communication such as requests for funding, reports, grants, etc. Computer literacy for interoffice communication and report writing.

Reasoning Ability:

Must be able to resolve practical problems and deal with several variables that may arise. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Mental Demands:

The position requires sustained attention to detail, analysis of complex financial information, management of competing priorities, and the ability to meet recurring and time-sensitive financial, grant, audit, and reporting deadlines.
The position may involve periods of increased workload associated with budget development, grant submissions, audits, fiscal monitoring, year-end closeout, and other reporting.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit and talk and listen. This is mostly sedentary work, with occasional reaching, stooping, bending, kneeling, and crouching. The employee should have the manual dexterity to file, type, and complete general office tasks specific to this position. The employee may occasionally lift and/or

move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; little exposure to temperature, noise or environmental extremes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

A. Judgment – Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making processes, makes timely decisions.

B. Planning/Organizing – Prioritizes and plans work activities, uses time efficiently, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks.

C. Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.

D. Quantity – Meets productivity standards, completes work promptly, and strives to increase productivity.

E. Dependability – Follows instructions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies the appropriate person with an alternate plan.

F. Initiative – Looks for and takes advantage of opportunities.

G. Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas.