

Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: **Chief Financial Officer**

Reports to: **Chief Operations Officer**

POSITION SUMMARY:

The Chief Financial Officer (CFO) responsibilities include overseeing cash flow planning, preparing and reviewing budgets, and tracking operational metrics (KPIs.) They have in-depth knowledge of risk management methods and the ability to create forecasting models. A successful candidate will thrive on challenge and rapid change, and work well under pressure. They enjoy the intellectual rigor of challenging situations that require complex solutions and are proactive navigators who can “see around the corners” and plan for necessary contingencies. They may also make decisions about which project to prioritize based on budget allocation. They support the COO on strategic matters such as cost-benefit analysis, securing new funding and managing budgets.

In keeping with ReUse’s values, the CFO will be willing to work with diverse program participants by supporting a positive mentoring environment, including these 5 key tasks:

- Oversee all agency financial functions, including maintenance of the general ledger, accounts payable, accounts receivable, payroll, vouchers, tax payments, reconcile bank and investment accounts, and maintain auditable record of all financial activity.
- Take the lead on projections and modeling and the budgetary aspects of business development, program/grant development, and organizational management. Develop and generate clear and concise financial reports to help support and/or assist the Executive Director and leadership team in fiscal decision-making.
- Ensure human resources compliance and all compliance and recognition for government (federal, state, and local) contracts and private grants.
- Manage the cash flow, updating and preparing cash flow forecasts for regular reporting to board and staff.
- Participate in regular staff meetings, keeping colleagues informed on administrative and fiscal issues and maintain knowledge of Finger Lakes ReUse programs. Review monthly results, and implement and provide monthly variance reporting.

DUTIES & RESPONSIBILITIES:

- Compiles and manages annual budget
- Directs the preparation of all financial statements, including income statements, balance sheets, reports for board of directors or other oversight groups, tax returns, and governmental agency reports
- Compares sales and profit projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets; forecasting
- Reviews planning processes and suggests improvements to current methods
- Works with the COO, CEO and other executives to coordinate planning and establish priorities for the planning process.
- Studies long-range economic trends and projects their impact on future growth in sales
- Identifies opportunities for expansion into new product and/or service areas
- Manages bank relationships and ensures compliance with reporting requirements of banks
- Assists in identifying and/or obtaining grant funding opportunities and ensures compliance with grant requirements
- Manage payroll and human resources
- Conduct loan and contract reviews

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or Business Administration with minimum five years of experience in fiscal management.
- Ability to develop and maintain timely and accurate financial statements, projections, and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Excellent organizational skills.

- Experience with bookkeeping and computerized accounting software.
- Ability to work independently and with teams.
- Able to communicate priorities clearly, internally and externally.
- Experience should include legal, audit, compliance, budget, and resource development.
- Personal qualities of integrity, credibility, and an enthusiastic commitment to Finger Lakes ReUse's mission to enhance community, economy, and environment through reuse.

PREFERRED QUALIFICATIONS:

- Previous experience working in a not-for-profit or for-profit organization with complex funding structures.
- Master's degree in accounting, finance, or business.
- Ability to develop new systems and drive towards optimal solutions and outcomes, taking into consideration a wide variety of constituents, including those within and across departments as well as externally (e.g., clients, partners and solution providers, etc.).
- Experience navigating and managing insurance policies.
- Positive attitude with willingness to develop foundational understandings and solutions.
- Ability to work in an environment containing occasional household allergens (i.e. dust and pet dander).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

\$70,000-\$90,000 annual salary depending on experience. Finger Lakes ReUse is a certified Living Wage Employer and an Equal Opportunity Employer. Finger Lakes ReUse offers competitive compensation, health and retirement benefits, and a collaborative work environment. We provide opportunities for personal and professional advancement, including professional development training opportunities and promotions from within.

ABOUT US:

Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups, and is an equal opportunity employer. Candidates who share our commitment to creating an inclusive community are encouraged to apply.

Finger Lakes ReUse is a charitable non-profit organization with a mission to enhance community, economy and environment through reuse. We work to engage diverse representation from the community in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two locations open daily to the public (the ReUse MegaCenter @Triphammer Marketplace – 2255 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd). Purchases help support community programs including the ReSET job training program and the ReUse Materials Access Program, providing materials to people facing crisis.

Please email a letter of interest and resume to: jobs@fingerlakesreuse.org or **mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at <http://ithacareuse.org/employment/>.

APPLICATION CLOSING DATE: Priority application date of 5/31/23. Applications will be accepted until the position is filled.

