



Chief Financial Officer

GENERAL DEFINITION

The Chief Financial Officer (CFO) provides both operational and programmatic support to the Kaiser Group, Inc. The CFO supervises the finance unit and is the chief financial spokesperson for the organization. The CFO reports directly to the President/Chief Executive Officer (CEO) and directly assists the Chief Operating Officer (COO) on all strategic and tactical matters as they relate to budget management, cost/benefit analysis, forecasting needs, and the securing of new funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.
- Train the Finance Unit and other staff on raising awareness and knowledge of financial management matters.
- Work with the President/CEO on the strategic vision including fostering and cultivating stakeholder relationships and assisting in the development and negotiation of contracts.
- Participate in developing new business, specifically: assist the CEO and the "Thought Leader Team" in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
- Assess the benefits of all prospective contracts and advise the Thought Leader Team on programmatic design and implementation matters.
- Ensure adequate controls are installed and maintained, and that substantiating documentation is approved and available such that all transactions may pass independent and governmental audits.
- Provide the CEO and COO with an overall operating budget. Work with the COO and appropriate Project Managers to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Oversee all purchasing and payroll activity for staff and participants.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and all 403(b) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Lead the Fiscal Team and be an integral part of the Thought Leader Teams; including being the lead staff on the Audit/Finance Committee.
- Monitor banking activities of the organization.
- Ensure adequate cash flow to meet the organization's needs.
- Serve as one of the trustees and oversee administration and financial reporting of the organization's Retirement Plan.
- Investigate cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
- Oversee the production of monthly reports including reconciliations with funders and program plan requirements, as well as financial statements and cash flow projections for use by Thought Leader Team.
- Assist in the design, implementation, and timely calculations of wage incentives, commissions, and salaries for the staff.
- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
- Oversee business insurance plans and health care coverage analysis.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, TANF, WIA and related workforce program regulations and compliance requirements, and appropriate Code of Federal Regulations sections.
- General office software, particularly the Microsoft Office Suite and Microsoft Dynamics, GP software and use of databases.

Ability to:

- Foster and cultivate business opportunities and partnerships.
- Create and assess financial statements and budget documents.
- Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, local community advocates, participants, and employers.
- Supervise staff, including regular progress reviews and plans for improvement.
- Communicate effectively in both written and verbal form.

Willing to learn:

- Current trends, developments, and theories in job readiness training and adult education.
- Current trends and developments in welfare reform and the development of programs under the DHHS TANF and other federal programs.
- Laws, regulations, and rules governing work requirements for TANF and WIA participants.
- Resources of public and private social service and related agencies.
- Organizational development, human resources, and program operations.

EDUCATION AND EXPERIENCE

Education:

- Completion of a bachelor's degree at an accredited college or university required.
- Completion of a master's degree at an accredited college or university preferred.
- Certified Public Accountant (CPA) preferred.

Experience:

- Directing financial operations at the Controller or Chief Financial Officer level.
- Five to seven years of management experience with the day-to-day financial operations of an organization having a revenue stream of at least \$15 million annually.
- Two years of direct service delivery experience working with long-term unemployed adults preferred.
- Any equivalent combination of education and experience determined to be acceptable.

Location: Kaiser Group, Inc. Corporate Headquarters in Waukesha, WI

Qualified candidates should forward resume and salary requirements to :

Randy Meyer, Chief Operating Officer: rmeyer@kaisergrp.com

www.kaisergrp.com