



United Way of the Ozarks

Vacancy Announcement: Interim Chief Financial Officer

United Way of the Ozarks unites people, resources and ideas to enhance lives in the Ozarks.

United Way of the Ozarks is seeking an **Interim Chief Financial Officer**.

United Way of the Ozarks is currently exploring some operational efficiency options, with a goal of determining a permanent solution by July 1, 2023. We are immediately seeking a qualified candidate to serve as our (part-time or full-time) Interim Chief Financial Officer through July/August 2023.

We are seeking a candidate to oversee our day-to-day financial operations. Experience managing human resources/benefits and/or payroll is a plus. United Way of the Ozarks has nine full-time employees.

The position description is enclosed (see below). Salary will vary as to whether part-time or full-time commitment. Full-time salary range of \$5,000-\$5,800 per month, based on qualifications.

Interested candidates should email their resume to Greg Burris, President & CEO (gburris@uwozarks.org). Candidates will be considered as applications/resumes are received.



United Way of the Ozarks

United Way of the Ozarks

Position Description: Interim Chief Financial Officer

Job Title: Interim Chief Financial Officer

Reports To: President/CEO

Exemption Status: Exempt

[Note: We are willing to consider a **part-time or full-time** candidate to fill this position.]

Basic Function: The Interim Chief Financial Officer (CFO) is a temporary officer of the organization and a member of the senior leadership team. The role of the Interim CFO is to provide senior leadership to the organization in financial stewardship, contract management, risk management, and to oversee the finance and human resource/payroll functions.

Major Responsibilities:

- **Financial Stewardship:** Ensures that the organization's assets, notably cash resources, are adequately protected and that the financial records of the organization have integrity and are well protected. Ensures that organizational plans provide for the financial liquidity and sustainability of the organization. Ensures that investments at all levels meet the requirements of associated Board policies. Ensures the Board Finance Committee is updated regarding financials and aware of compliance status. Take the lead in developing the organization's FY24 budget (7/1/23-6/30/24). Assist in evaluation of back-office efficiency and outsourcing opportunities.
- **Contract Management:** Ensures that contracts, memorandums of understanding and similar commitments of a material nature meet appropriate standards that protect the interest of the organization.
- **Risk Management:** Ensures the organization monitors and reports on organizational risk and, via the senior leadership team, that these are appropriately mitigated.
- **Functional oversight responsibilities:**
 - Ensure effectiveness in the service levels in the following areas:
 - Finance
 - Human Resources/Payroll

Knowledge, Skills & Abilities:

- The ability to see the organization systemically and understand how decisions affect the whole organization.
- Effectiveness in engaging at an executive level and with a Board of Directors.
- Emotionally intelligent; able to engage effectively at multiple levels and conditions with fairness, and at the same time to work effectively within, and contribute to, an organizational culture that is passionate and demanding.
- A working knowledge of fund accounting.
- The ability to work as a member of a dynamic team.
- The ability to work with people of varying levels of financial expertise.

Required Qualifications/Skills:

- BS in Accounting or another business-related field.
- Four years of experience in accounting and/or financial management. Experience in nonprofit accounting and financial management is preferred. Experience in fund accounting is preferred.
- Proficiency in Microsoft Office is preferred.
- Experience in nonprofit management, human resources, investments, insurance, and preparing financial reports for a board are preferred.