



Job Description: Chief Financial Officer, StrongHearts Native Helpline

BASIC INFORMATION	
Job Classification	
FLSA Status	Exempt
Provisional Period	180 days
Job Title	Chief Financial Officer, StrongHearts Native Helpline
Location	Eagan, MN
Department	IT
Position Type	<input type="checkbox"/> FT-Salaried <input type="checkbox"/> FT-Hourly <input type="checkbox"/> PT Hourly (16 Hours) <input type="checkbox"/> PT Hourly (24 Hours) <input type="checkbox"/> Relief <input type="checkbox"/> Temp <input type="checkbox"/> Intern-Paid <input type="checkbox"/> Intern-Unpaid
Reports to	StrongHearts Director/NIWRC Director of Business Services
Supervises	Administrative Assistant
Shift	Full-time, Salaried, Regular

GENERAL POSITION PURPOSE STATEMENT
<p>The Chief Financial Officer (CFO) is responsible for the administrative, financial and risk management of the organization, to include the development of a financial and operating strategy metrics tied to that strategy, budgeting and forecasting, managing and running all finance activities, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. The CFO reports to the StrongHearts Director.</p>

ESSENTIAL RESPONSIBILITIES AND DUTIES

Planning

- Assist in formulating the organization's future direction and supporting tactical initiatives.
- Monitor and direct the implementation of strategic business plans.
- Develop financial strategies
- Manage the capital request and budget processes
- Develop performance measures and monitoring systems that support the organization's strategic direction

Operations

- Participate in key decisions as a member of the executive management team.
- Maintain in-depth relations with all members of the management team.
- Manage the accounting, human resources, tax and treasury departments.
- Manage any third parties to which accounting or finance functions have been outsourced.
- Oversee the organization's transaction processing systems.
- Oversee the budget preparation with department managers.
- Implement operational best practices.
- Oversee employee benefit plans, with particular emphasis on maximizing a cost- effective benefits package.
- Supervise acquisition due diligence and negotiate acquisitions.

Financial Information

- Oversee the issuance of financial information.
- Report financial results to the board of directors.

Risk Management

- Understand and mitigate key elements of the company's risk profile.
- Monitor all open legal issues involving the organization.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage.
- Ensure that the organization complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirement of auditors and government agencies.
- Report risk issues to the finance committee of the board of directors.
- Maintain relations with external auditors and investigate their findings and recommendations.

Funding

- Monitor cash balances and cash forecasts.
- Invest funds
- Arrange for debt financing

Third Parties

- Participate in conference calls with the investment community
- Maintain banking relationships
- Represent the organization with investment bankers.

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow and any other job-related instruction and to perform any other job-related duties requested by their supervisor or management.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor’s Degree in Accounting, Finance or related field (MBA Preferred)
- 5 years in senior financial managerial position
- Advanced computer skills including proficiency in MS Office, Google Suite
- Exceptional communication skills
- Results oriented, strategic thinker and planner
- Commitment to the StrongHearts Native Helpline mission, vision and values.

PREFERRED JOB SKILLS

- Master’s Business Administration
- Professional accounting designation (CA, CMA, CPA)
- Ten years experience in senior financial managerial position
- Advanced computer skills including proficiency in MS Office, Google Suite
- Exceptional communication skills
- Results oriented, strategic thinker and planner
- Commitment to the StrongHearts Native Helpline mission, vision and values.

OTHER REQUIREMENTS AND WORK CONDITIONS

- Ability to read, write and converse in English.
- Valid driver's license required with excellent driving record.
- Demonstrated experience living and/or working in Native communities preferred.
- Must have emotional and physical stamina to tolerate prolonged sitting or standing to deal with a variety of stressful situations. Requires bending, stooping, lifting and carrying objects up to 50 pounds, with or without accommodations.

The above statements are intended to describe the general nature and minimum level of work being performed. They are not intended to be construed as exhaustive of all duties, responsibilities and skills required for the position. The employee will be required to perform any other job-related duties as required by the job objectives, the Director, and the mission, vision and values of the StrongHearts Native Helpline. This description does not modify any employee’s at-will-status and is not a contract for continued employment of any duration.

Signature _____ Date _____
StrongHearts Chief Financial Officer (FT)

Signature _____ Date _____
Director, StrongHearts Native Helpline

