



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Administration

Chief Financial Officer, CFO, Job Description

GENERAL RESPONSIBILITIES

The Chief Financial Officer (CFO) is a member of the Executive Leadership Team, along with the Chief Executive Officer (CEO) and the Chief Communication Officer (CCO). The CFO manages all financial functions including: accounting, billing, reconciling, budget development and tracking, financial operations, finance personnel management, insurance coverage, management of legal requirements and develops projections on individual project budgets, grant budgets, monitors fundraising/donations and capital improvement budget. The CFO submits the required financial reports to Dove's Board of Directors, Committees and Funding Sources. This position reports to the CEO. The CFO supervises the Finance Administrator.

EXAMPLES OF WORK

- Oversees all accounts, ledgers, financial software and reporting systems ensuring policies and procedures are in compliance with appropriate funder.
- Leads an inclusive organizational planning and development of annual operating, general, fundraising/donations and grant funded account budgets.
- Prepares and monitors budgets for grant proposals which fit into the organizational and funding source strategy and control expenditures against budget.
- Oversees payroll, all required reports and employee benefits.
- Prepares all Payroll tax reports and end of year reports.
- Reviews and reconciles accounts receivable & cash disbursements reports.
- Closes month end and prepares Income & Expense statements.
- Assists with HUD Grants for leasing and inputs data into spreadsheets for reporting along with drawdowns from eLOCCS and other grant drawdowns.
- Ensures the maintenance of financial records and recordkeeping systems, including grant required tracking systems such as the Grant Accountability and Transparency Act (GATA), AmpliFund, Sage, etc. portals, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
- Monitors investment and cash management accounts and work to maximize return on investments and resources while operating within government regulations.
- Informs key stakeholders of financial status and investment plans.
- Ensure all financial operations comply with federal and state laws.
- Consistently analyzes financial data and presents financial reports to executives and board of directors in an accurate and timely manner, providing monthly, quarterly, and annual financial statements as required.
- Monitors program financials and keeps program leaders abreast of individual program and overall organizational financial status.
- Participates in monthly executive and program leadership meetings to discuss direction of the organization and present financial data.
- Manage finance department personnel to including hiring, training, delegation of duties and performance management.
- Develop plans to address areas of opportunity within the organization's financial health and financial processes.
- Work with external auditors to prepare and review audit schedules and annual report of audit findings.
- Oversees the financially related organization committees, such as Finance Committee.
- Attends additional committee and board meetings.
- Represents the organization as a member of Executive Team.
- Represents the organization to investors and public officials, when related to fiscal matters.
- Provides staff training in the areas of fiscal accountability, finance procedures and more.
- Perform related duties as required.

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QUALIFICATIONS

- The person in this position should have at least three years' experience of working in a finance department, or a bachelor's degree in accounting, management, or a related field. The person should be familiar with computerized accounting techniques, possess a solid understanding of the principles of accrual accounting and financial reporting, preferably in non-profit.
- Previous experience with accounting software such as Sage or similarly accounting software.
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision; the recruitment and retention of key personnel and budget management.
- Good communication skills, both verbal and written.
- Strong organization and analytical skills.
- Consistent attention to detail.
- Advanced knowledge and utilization of Excel.
- Strong computer literacy to include use of MS Word, PowerPoint, Outlook, and more

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range for this position is \$55,000-\$65,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time salaried position requiring 40 hours per week, with occasional evening and weekend duties. This is an administrative position and is exempt from the Fair Labor Standards Act. The CFO has a private office.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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