



## Chief Financial & Administrative Officer

<b>Job Title:</b>	Chief Financial & Administrative Officer
<b>Department:</b>	Administration (01)
<b>Job Classification:</b>	Full-time; salaried, exempt
<b>Job Relationships:</b>	Reports to CEO Supervises the Accounting and Licensing team, People & Culture team and outsourced IT contractor. Works closely with Senior Staff peers.
<b>General Purpose:</b>	Responsible for overall financial and people strategy. Provides leadership, direction, and management of accounting, human resources, and outsourced IT functions.

Reporting to the CEO, the Chief Financial & Administrative Officer creates and delivers the overall financial and people strategy, including the development and implementation of initiatives that build long term financial and staffing stability and align to NOCO Humane's strategic plan. Provides leadership, direction, and management of the accounting team, human resources team including possible new PEO partner, and outsourced Information Technology vendor. Provides strategic recommendations to the CEO and members of the executive leadership team. Committed to the goals, mission, and values of NOCO Humane.

### **Major Duties and Responsibilities:**

#### **Financial Management**

- Monitors the financial position of NOCO Humane, ensuring sound fiscal controls and financial integrity of NOCO Humane's resources. Provides fiscal forecasting and business development strategic analysis and recommends cost savings. Ensures adequate cash flow to meet the organization's needs. Provides financial planning models including analytical tools and reporting systems that will provide users and the organization with timely and accurate information to strategically enhance financial performance.
- Oversees reserve funds management and compliance with NOCO Humane investment policies. Works with Finance Committee to monitor investment performance of the reserve funds.
- Reviews monthly financial statements prepared by the Controller and presents them to the Finance Committee and Board of Directors. Compares budget with variance analysis and recommends corrective action. Provides support, analysis and reporting for all departments.
- Works closely with the leadership team to assist them in being as effective as possible in program financial management, budgeting, and related financial activities.
- Oversees bank, deposit and credit relationships and initiates appropriate strategies to enhance cash position. Sets and enforces cash handling processes and procedures for the organization.
- Development and implementation of best practice budgeting processes for NOCO Humane. Development and implementation of budgeting and forecasting models.
- Prepares the annual budget and presents it to the Finance Committee and Board of Directors. Oversee long-term budget planning and cost management in alignment with NOCO Humane's strategy. Ensure models are accurate and deliver effective outcomes.
- Serves as primary staff support for the Board of Directors' Finance Committee and attends board meetings.
- Prepares annual contract valuations and negotiations, in collaboration with CEO and leadership team, for the six major Animal Control Contracts (City of Fort Collins, City of Loveland, City of Greeley, City of Evans, Weld County, and Larimer County), providing all necessary financial information and analysis for key stakeholders.

- Leads annual negotiations of NOCO Humane’s business insurance coverage policies (General Liability/Auto, Workers Compensation, etc.) in partnership with the CEO and leadership team as needed. Complies with legal filings for federal, state local and agency documents in a timely manner. Ensures that effective internal controls are in place and ensures compliance with GAAP and applicable non-profit audit principles. Works with Controller and CPA firm to ensure financial audits, tax returns and 401k audits are completed in a timely manner.

### **Human Resources (People & Culture)**

- Designs HR strategy, inclusive of HR team structure and operating model, to deliver policies, programs (talent acquisition, performance management, learning and development, employee experience, etc.) and services fulfilling HR needs of NOCO Humane.
- Works to position NOCO Humane as an employer of choice by clearly defining our Employee Value Proposition (EVP) and implementing people programs aligned to NOCO Humane’s overall strategy and EVP. Creates a robust employee experience to attract, engage, retain and grow talent.
- Creates a culture and work environment consistent with the values and mission of the organization. Acts as a role model by demonstrating workplace behavior expected of others in alignment with culture, mission and values.
- Oversees compensation and benefits programs, including annual review of pay scales and renewal of benefits. Negotiates with external benefits vendors as needed to ensure mutual alignment on benefits.
- Serves as an internal consultant to CEO and leadership team on employee relations, performance management, and other HR issues that affect performance and business productivity. Recommends changes in staff, staffing levels, or organizational structure to improve organizational performance

### **Information Technology**

- Manage outsourced Information Technology contractor(s) to ensure NOCO Humane’s information technology needs are adequately met.
- Oversees allocation of computer and software resources to ensure organizational goals are achieved and systems remain current.
- Works with contractor and leadership team to seek new opportunities to utilize technology within the organization.

### **Other Duties/Responsibilities:**

- Serves as member of leadership team. Maintains close and ongoing communication with the CEO and other members of the leadership team, updating them on departmental progress and on issues that may impact their areas of NOCO Humane. Helps set the direction of NOCO Humane and works to ensure the fiscal health of the Organization.
- Leads and manages team members in Finance and HR, providing oversight, direction and feedback for initiatives. Provides coaching, and learning and development opportunities.
- Negotiates equipment purchase, rentals and maintenance contracts for copiers and other items.
- Ensures department observes all security and safety procedures.
- Leads and/or serves on Committees and Task Forces where appropriate and assigned.
- Communicates effectively and professionally with co-workers, management and the public at all times. Works effectively and efficiently under pressure.
- Other duties as assigned

### **Education and Experience:**

**Required Education and Experience:**

- Minimum of Bachelor's degree in Finance, Accounting, Business Administration, Human Resources, or related field of study. Equivalent combination of education and professional experience may be considered.
- Minimum of 10 years' experience managing finance/accounting function in a comparable size organization or larger.
- Prior auditing and payroll management required.
- Minimum of 5 years staff supervision required.
- Experience working with outside professionals such as accountants, attorneys, computer professionals, investment managers, and human resources professionals.
- Broad range of executive leadership experience, with knowledge of Finance, HR, and IT.

**Preferred Education and Experience:**

- MBA and/or CPA degree.
- Prior experience as a Controller, CFO, or in an HR leadership role.
- Prior non-profit experience.
- Experience with Financial Edge desired.

**Knowledge, Skills and Abilities:**

- Excellent oral, written, and interpersonal skills. Track record in presenting to a variety of audiences.
- Emotional intelligence, work ethic, and integrity skills required.
- Excellent computer skills including strong Excel skills.
- Possess strategic thinking, change leadership skills, and demonstrated ability to work in a complex, multi-location business model with diverse stakeholders.
- Able to identify and respectfully challenge status-quo and/or ideas not aligned with NOCO Humane mission and values.
- Able to quickly adapt to changing circumstances, accept new initiatives and flex interpersonal and work style to different people or situations. Manages effectively through ambiguity.
- Able to motivate and empower others.
- Knowledge of, and experience with, accounting and HRIS software required.
- Able to synthesize complex and diverse financial information, identify and resolve problems in a timely manner, and gather and analyze information skillfully.
- Proven attention to detail and skilled in prioritizing and planning work activities for effective time management.
- Clearly sets expectations and monitors delegated activities.
- Skilled at inspiring and motivating others to perform well and grow. Ability to professionally and effectively give and accept feedback.
- Able to use excellent judgment and personal qualities of integrity, credibility and commitment to the NOCO Humane's mission.
- Excellent teamwork skills required.

**Other:** Must be at least 21 years of age (for insurance purposes); hold a valid Colorado Driver's License and have and maintain an insurable driving record

**Working Conditions:**

**Work environment:** Office setting within the Shelter; shared office space possible; very frequent use of computer, telephone and office equipment; potential exposure to animals (including staff animals), high noise levels and zoonotic diseases when in the Shelter.

**Physical activities:** Sitting, entering data on a computer, and talking on the phone up to 8 hours or more a day. Standing, bending, squatting, walking, speaking and driving. Occasional lifting and carrying of up to 30 pounds unassisted and more with assistance.

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane is an equal opportunity employer.

**NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more.**