



United Way of Anchorage

Title: Chief Financial Officer (CFO)
Supervisor: President and CEO

Organization Overview: United Way of Anchorage mobilizes the community to make lasting, measurable changes in community conditions that improve lives. We have adopted a unique approach to tackling our community's most vexing problems by mobilizing service providers, businesses, government, and individuals to transform our community. Our workplace is fast-paced, collaborative, and adaptive.

Summary Position Statement: The Chief Financial Officer (CFO) for United Way of Anchorage is accountable for the administrative, financial, legal, and risk management operations of the organization, including the development of a financial and operational strategy, metrics tied to that strategy, and ongoing development and monitoring of control systems designed to preserve organization assets and report accurate financial results.

As the financial leader of the organization, the CFO will serve as a valued member of the Senior Leadership Team (SLT). The CFO will directly influence and participate in the day-to-day operations, budgets, and long-range planning for the organization. The CFO will have overarching responsibility for accounting, internal and grant-related financial reporting, and legal compliance, short- and long-term financial planning, budgeting, audit, forecasting and analysis, tax and treasury operations.

The CFO serves in an advisory capacity to the CEO and Board of Directors providing strategic leadership where needed. Working in tandem with the other leadership members, the CFO collaboratively develops and implements the organization's short-term and long-term financial operating model. The CFO provides organizational and functional leadership and direction regarding all finance related activities, guided by a commitment to providing timely, accurate and high-quality information and service. The CFO will be a critical thought partner to the organization's program, marketing, , talent management, and fundraising functions.

This position serves as part of senior leadership team and directs and oversees all the financial activities, human resources, and general administrative needs of the organization. This position also oversees the backroom service delivery for client local United Ways.

Essential Functions/Roles & Responsibilities of the Position:

The major responsibilities of this position include, but are not limited to:

Planning

- Develops and evaluates short and long-term strategic financial objectives for the organization, ensuring always that they are aligned with overall strategy and mission.
- Partner with members of SLT to establish economic, financial, and strategic objectives, to implement organizational strategy, and to oversee mission critical projects and initiatives.

- Manage the budget and financial forecasts processes. Leads the budgeting and financial forecasting processes, as well as institutes and maintains other planning and control procedures.
- Is adept at evaluating ROI and key process indicators for various resource development practices, strategies, and programs, and provides leadership to prioritize efforts and deploy financial resources.

Operations

- Oversees accounting and finance staff and related activities to ensure effective and efficient processes for all financial transactions which operate within established internal controls and allow for timely and accurate financial reporting.
- Monitors and ensures the adequacy of cash.
- Maintains relations with Chairs and members of the key Board committees (Finance). Develops relationships with other committee and board members to serve their fiduciary oversight needs.
- Is adept at managing the financial complexity of both unrestricted and restricted (designated) revenue streams. Understands the need to work with companies, donors, and public sector environments that are highly designated to: maintain these relationships; engage those donors and workplaces; effectively capture our costs related to these activities; and to measure progress in encouraging unrestricted support to our impact work.
- Develops, instructs, directs, motivates, and supports staff across the organization but most directly within the function(s) s/he leads.
- Demonstrates commitment to the effective use of technology within the financial functions of the organization, always ensuring that computers, databases, programs, and servers are functioning appropriately, safely and in accordance with contracts.

Financial

- Provides timely and accurate analyses and financial reporting to ensure the highest level of financial oversight by leadership and board members.
- Interprets statistical and accounting information to assess operating results in terms of performance against budget, cash flow projections, long term sustainability, and the operating effectiveness of the organization.
- Collaborates with program and fundraising staff to prepare grant applications and create budgets and reports. Understands requirements of governmental grants including reporting, federal and state contracting processes, and regulations, manages grants effectively and ensures that the organization complies with requirements, and successfully completes government audits.

Risk Management

- Safeguards the organization's assets, including the community fiduciary and brand trust.
- Builds and maintains high levels of credibility for the CFO position and staff under s/he management within the organization, the leadership team, and board communities, and other external constituencies.
- Develops and maintains systems of internal controls, including evaluating and implementation of financial policies, procedures and standards designed to preserve organizational assets.

- Ensures compliance across the organization with governance requirements and applicable local and international regulatory laws, rules for financial and tax reporting, compliance, and reporting – unafraid to act where non-compliance is identified

Education

- Bachelor's degree
- MBA or CPA preferred
- 5+ years of financial management experience in complex non-profit and/or for-profit sectors
- Extensive finance and cash flow management experience

Place of Work:

777 Juneau St. Anchorage AK 99501

Hours of Work:

8:30 am – 5:00 pm -- Monday - Friday

Salary & Benefits:

Salary \$85,000- \$125,000 -- Benefits include holiday pay, medical, dental, and vision insurance, and a retirement plan.

Please submit a cover letter and resume to Kayla Green kgreen@ak.org