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| Job Title | Chief Financial Officer (CFO) | FLSA Status DOL Status | Exempt Full-Time |
| Program/Department | Administration | Supervisory Responsibilities | Yes |
| Reports To | Chief Executive Officer | CEO Approval Date | 01/19/2024 |
| Work Schedule | Office hours follow business hours and may vary with supervisor's approval; may include occasional evenings and weekends. | | |

Must pass required background check

POSITION OVERVIEW

The **Chief Financial Officer** is responsible for all financial matters of Sunbeam and its affiliate organizations. The CFO will report to and work closely with the Chief Executive Officer. In addition, will partner with the senior leadership and the board of directors to develop and implement strategies across the organization. The CFO will oversee all compliance and recognition for government (federal and state) contracts and private grants. Must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

The CFO must maintain professional integrity, exemplifying the values and mission of the organization, with the goal of providing staff an excellent employment experience in a coaching environment that supports growth, individual integrity, life-long learning and career satisfaction.

All employees and volunteers are expected to be sensitive to our client's cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Direct and oversee all aspects of the agency's financial activities consistent with agency philosophy, Financial Accounting Standards Board, Internal Revenue Service, State Attorney General and other relevant regulations. . .
- Provide effective leadership, direction, supervision, and management of the accounting team.
- Lead the development and use of best practice policies, practices, and tools that ensure a well-controlled yet flexible agency with strong fiscal management.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Provide recommendations to strategically enhance the agency's financial performance and business opportunities.
- Manage the processes for financial forecasting and budgets.
- Oversee the preparation of all financial reporting.
- Advise on long-term business and financial planning.
- Manage financial controls and accounting procedures.
- Effectively and clearly communicate potential risks in a timely manner to the CEO.
- Propose action plans to ensure annual financial objectives are attained.
- Analyze Sunbeam's financial strengths and weakness and propose corrective actions when indicated.
- Ensure legal and regulatory documents are accurately and timely filed.

- Coordinate the development of annual operating, capital, and program budgets, and reporting against the same.
- Monitor compliance with applicable laws and regulations.
- Ensure cash flow is compatible with company operations.
- Comply with federal, state, local, and grant financial requirements by studying existing and new legislation, reviewing grant requirements, enforcing compliance, and taking appropriate action.
- Ensure cash flow is compatible with company operations.
- Oversee cash, investment, and asset management.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial and tax reporting.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Oversee and coordinate audits and proper filing of tax returns.
- Ensure a system of providing information and regular reporting of data for the Executive team.
- Represent Sunbeam and affiliate organizations to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Serve as financial liaison to the board of directors, business operations committee, Foundation for Sunbeam Family Services, and other committees as directed by the CEO.
- Work alongside the Executive Team to strengthen the agency, develop partnerships and enhance community collaborations along with strategic planning.
- Participate in corporate policy development as a member of the Executive Team.
- Perform other appropriate and related responsibilities at the direction of the CEO.

JOB QUALIFICATIONS

| | Minimally Required | Preferred |
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| Education | Bachelor’s degree in business, accounting, or related field. | MBA |
| License | Certified Public Accountant (current in Oklahoma) | |
| Experience | <p>At least two (2) years as CFO or equivalent for an organization with a budget of at least \$10 million</p> <p>Experience in a Senior Financial Management role, partnering with Executive staff, resulting in the development and implementation of creative financial management strategies</p> <p>Experience in or knowledge of nonprofit and not-for-profit accounting, including sophisticated fund and grant accounting, compliance and reporting</p> <p>Experience working with information technology staff to manage finance and accounting software packages</p> | <p>CFO or equivalent experience in a nonprofit organization</p> <p>CFO or equivalent experience managing federal grants and federally assisted contracts</p> <p>Advanced knowledge of nonprofit and not-for-profit accounting in accordance with GAAP, OMB Circulars, and appropriate Code of Federal Regulations sections</p> |

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| Skills Knowledge Abilities | <p>Establishing and maintaining effective working relationships with staff, Board of Directors, community partners, organizations, and the public</p> <p>Developing, implementing, and administering work processes</p> <p>Detail orientated and tolerant of frequent interruptions and distractions</p> <p>Proficient understanding of the Office of Management and Budget Circular A133 audit</p> <p>Excellent conceptual, written, and verbal skills, including command of English language</p> <p>Demonstrated leadership ability, team management and interpersonal skills</p> <p>Excellent analytical and abstract reasoning skills.</p> <p>Proficient in Microsoft Office, including Outlook, Word, Excel, and accounting related programs (i.e. Sage MIP or similar)</p> <p>Excellent organizational skills</p> <p>Proficient in desktop and online versions of Microsoft Office Suite with emphasis on Excel, Sage MIP or compatible system</p> <p>Strong project management skills, with ability to prioritize and manage multiple tasks in a deadline-driven environment</p> | |
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WORKING CONDITIONS

Physical Demands
 While performing the duties of this job, the employee is required to frequently communicate with staff and others and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment
 The employee will work in an office environment, may work in close quarters with other staff.

Other
 The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not; in any way intend to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

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| Employee/Candidate PRINTED Name | | |
| Employee / Candidate Signature | | Date: |