

## **Chief Financial Officer Johnstown Area Regional Industries**

Reporting to the President and based in Johnstown PA, the Chief Financial Officer serves as a member of the senior leadership team. The Chief Financial Officer works in partnership with the President and is responsible for the development, interpretation, coordination and administration of the organization's policies on finance, accounting, insurance, payroll, and internal controls and auditing. The CFO is responsible for maintenance of records and procedures to adequately safeguard the assets of the organization, and to provide leadership on long-range solutions for cost-effective support, encouraging excellence in the department staff, and modeling behaviors and attitudes for a progressive financial function.

### **Educational & Experience Requirements:**

A minimum of 5-10 years' of proven financial management experience with a minimum of 5 years in a senior level role and demonstrated experience; a bachelor's degree in accounting or related field; Experience in a not-for-profit environment and with contract accounting preferred.

### **Required Skills:**

- In-depth knowledge of financial planning, general accounting, and financial management principles and practices relative to nonprofit organizations
- Strategic oversight of all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Ability to interpret and explain financial statements and other financial issues to leadership and Board of Directors
- Ability to work and communicate effectively with all levels of management both within and outside the areas of responsibility
- Knowledge of institutional and audit requirements for the provision of financial information for not-for-profit entities
- Experience at working with external auditors
- Skill in the use of technology to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections
- Ability to compile, analyze, interpret, and present financial reports, statements, and/or projections
- Ability to foster a cooperative work environment

- Exceptional written and oral communication skills
- Excellent organizational skills; ability to work on multiple projects in a deadline-oriented environment
- Strong technological skills, including proficiency in Microsoft Office

**Salary Range:**

Commensurate with education & experience.

**Primary Responsibilities:**

- Guides financial decisions and activities by establishing, monitoring and enforcing policies and procedures
- Oversees cash flow management and support accounting, general ledger and operations functions, ensuring that systems are in place to guarantee timeliness and accuracy
- Serves as internal consultant to the President, Board, other key stakeholders on all financial matters, making recommendations and suggesting pro-active strategies to keep the company on track
- Keeps leadership, Board and staff up-to-date on company's financial status
- Generates monthly, quarterly and annual reports as needed to monitor, evaluate and optimize cash-flow and liquidity
- Understands and manage federal, state and local funding sources and reporting to these agencies
- Manages intercompany accounting functions
- Coordinates audit activities

**Working Conditions:**

Work is generally performed within the office environment and includes regular interaction via phone and email with staff, clients and agencies.

**Travel:**

Position requires minimal travel.

**Job Type:**

Full-time

**Salary:**

\$70,000.00 to \$85,000.00 /year

**Work Location:**

One location

**Benefits:**

Health insurance

Dental insurance

Retirement plan

Paid time off

**Schedule:**

Monday to Friday

**Contact:**

Linda Thomson

CEO

Johnstown Area Regional Industries

814-262-8370

[lthomson@jari.com](mailto:lthomson@jari.com)