

CHIEF FINANCIAL OFFICER

Submit salary requirements with resume to:

E-Mail resumes@seniorsfirstinc.org

Job Summary: Directs the organization's overall financial plans in preparation of the agency budget, funding requests, contract management and grant revision process. Prepare all required budgets and reports in accordance with grant requirements and regulations. Reviews and evaluates such reports for grant compliance. Prepare financial and statistical reports for management and the Board of Directors. BA in Accounting, Business Administration or related field or an Associates and a minimum of 5 years in finance. Knowledge of federal and state funding sources. Strong understanding of planning and budgeting operations. Non-profit management experience preferred. Working knowledge of Microsoft 365. Including but not limited to Word, Excel, and Access.

Essential Functions

Maintains Department Results by analyzing department operations, establishing and maintaining department planning, obtaining facts, analyzing and identifying problems, designing solutions and enforcing department standards. Prepares agency budget, funding requests and grant revisions. Ensures the accuracy of all financial data and directs all reporting of agency financial information. Administers the accounting and reporting in a manner consistent with generally accepted accounting principles, Finance Committee and Board of Directors approved policies. Completes and supervises the financial management functions including development of monthly/quarterly financial statements, financial forecasts, and budgets. Supervises and coordinates internal audits to ensure regulatory compliance and operational efficiency and accuracy. Establishes and maintains open, positive working relationships with DOEA, DCF, SRA, United Way, City and County employees, clients, board members, employees, and others, as necessary, to conduct the financial matters of the agency. Prepare all required reports in accordance with grant regulations and agreements. Reviews and evaluates such reports for grant compliance. Attends all Board of Directors, Executive Committee, Finance Committee and Foundation Committee meetings as directed by agency President or Board of Directors. Completes contract management functions of multiple fund sources to include grant proposals, grant budgets, contract negotiations, contract tracking and contract execution. Works with Directors in developing and monitoring department budgets. Supervises the Sr Director of Finance and the Data Manager. Customer service oriented. Able to work in stressful situations and can react in a calming manner. Must be able to learn other software programs required by the department.

All applicants must be able to demonstrate the ability to pass a pre-employment drug test, driving record check and a Level 2 background screening.

Position Opens: July 2, 2025

Position Closes: September 2, 2025

VETERANS PREFERENCE

DFWP/AA/E-Verify/EOE-F/M/Disabled/Vet

Qualified individuals with a disability have the right to request reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.