



*Our Mission: To end hunger and to leverage the power of food to build a healthier community.  
Our Vision: A healthy, hunger-free community.*

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**Revised: September 2017**  
**Title: Chief Financial Officer**  
**Department: Executive Office**  
**Status: Salary, Exempt, Full time**  
**Reports to: Executive Director**  
**Manages: Business Manager, Food Procurement Manager, Program Accountant(s), Accounting Associate and Office Administrator**

### **General Description:**

The Chief Financial Officer (CFO) is responsible for the oversight of all financial and accounting functions of the organization including; accounts payable, receivables, grant administration and food procurement. The CFO will report to and work closely with the executive director. In addition, s/he will partner with 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. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing their team.

### **Essential Duties and Responsibilities:**

#### **Finance**

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

#### **Planning, Policy, and Investor Relations**

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team; update and implement all necessary business policies, accounting practices, and a system of internal controls; improve the finance department's overall policy and procedure manual.
- Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

#### **Accounting and Administration**

- Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise Foodlink's finance staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and Foodlink's board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions
- Works closely with Executive Director and HR manager in providing oversight to payroll and benefit plan administration.

#### **Food Procurement**

- Responsible for developing and ensuring efficient and effective food acquisition processes and procedures
- Create efficiencies in order to streamline the procurement process and reduce costs for the organization

- Ensure that food procurement meets the needs of our members and is also in line with strategic goals and the mission of the organization.

### **Communication & Leadership**

- Serve as a hands-on, participative leader with expertise in the areas of nonprofit finance, business planning and budgeting
- Improve communications between the Business Office and all other Foodlink departments.
- Provide guidance and make actionable recommendations to management staff and partner with the senior leadership team in strategic decision making

### **Minimum Qualifications**

- A seasoned leader with at least 10 years of broad finance experience, including experience as a CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$10 million.
- A minimum of a BS; a CPA and/or MBA preferred
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Foodlink

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet *Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*

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#### **The Foodlink Way**

- ✦ Passion and commitment to our mission ✦ Going above and beyond what is required
- ✦ Seeing our roles as more than just a job ✦ Proactively seeking improvements ✦ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

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**To Apply:** Submit a cover letter and resume via email to [HR@foodlinknny.org](mailto:HR@foodlinknny.org) or mail to 1999 Mt. Read Blvd. Rochester, NY 14615, attention Human Resources. Only serious applicants should apply. Only qualified candidates will be contacted.

*Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*