

# Chief Financial Officer

**Exempt (Pay grade 16: \$90,108 - \$136,968)**

**Minimum Education/Experience**

- Master's degree & CPA
- 8 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> <li>• Leads all activities related to establishing, implementing, and maintaining accounting/auditing, financial, and budgetary policies and procedures.</li> <li>• Participates in all institutional fiscal and investment planning.</li> <li>• Normally receives general direction on new assignments, and no direction on routine tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact the financial management, well-being, and viability of the institution.</li> </ul>
Budget/Financial accountability	<ul style="list-style-type: none"> <li>• Serves as Budget Authority for financial and technical support functions.</li> <li>• Sometimes serves as budget authority for institutional affairs as assigned by CEO.</li> <li>• Participates in decisions that impact institutional spending.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact the cost effectiveness of institutional financial activities.</li> </ul>
Institutional resources and relationships	<ul style="list-style-type: none"> <li>• Serves as spokesperson for institutional financial affairs.</li> <li>• Serves as primary liaison to federal and financial monitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact the maintenance and development of institutional resources.</li> </ul>
Staff leadership	<ul style="list-style-type: none"> <li>• Leads and coordinates the activities of teams of exempt and non-exempt staff.</li> <li>• Provides leadership, mentoring, coaching, and assessment for team(s) of exempt and non-exempt staff.</li> <li>• Provides mentoring and coaching to colleagues across the institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact the policies and procedures governing the workplace.</li> </ul>