



Girl Scout Council of the Southern Appalachians (GSCSA)

Job Title: Chief Financial Officer
Department(s): Finance
Location: Knoxville
FLSA Status: Exempt

To apply for position(s), please email resume and cover letter/email to careers@girlscoutcsa.org. Alternately, a resume and cover letter may also be mailed to Human Resources, Girl Scout Council of the Southern Appalachians, 1567 Downtown West Blvd., Knoxville, TN 37919.

Here at GSCSA, we each consistently follow the Girl Scout Law and Girl Scout Promise in our daily lives. We thrive in a fast-paced and changing environment.

BASIC JOB FUNCTION

Under guidance of the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) is the senior executive responsible for GSCSA's financial recording and financial forecasting consistent with GSCSA's mission and strategy. Works closely with the Board of Directors, CEO, and Leadership Team to develop and implement budgets and financial strategies. In collaboration with the CEO and the Finance and Audit Committees of the Board of Directors, the CFO is responsible for providing effective financial stewardship, control and oversight. Develops, mentors, and provides leadership support to assigned team members. Successfully coordinates with all GSCSA teams to ensure effective and efficient financial management of the organization.

JOB QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

SUGGESTED MINIMUM JOB REQUIREMENTS

- Bachelor's degree in a relevant course of study (e.g., finance, accounting, or a related field) or equivalent experience. Graduate degree a plus, but not required.
- Minimum of 5 years of directly relevant work experience, demonstrating progressively increasing responsibility and accountability, as well as overall functional success.
- Evidence of having worked as a true business partner to a Chief Executive Officer.

- Prior exposure to non-profit finances is preferred but not required.
- Certified Public Accountant is a plus but not required.
- Experience in organizations undergoing transformation is highly desirable.
- Satisfactory credit history.
- Valid Driver's License.
- Maintenance of organizational membership throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of generally accepted accounting principles (GAAP).
- Strong knowledge of development and oversight of cost centers and budgets.
- Working knowledge and understanding of federal laws, regulations and circulars applicable to non-profit organizations and grant funding.
- Working knowledge of investments and asset management.
- Demonstrated leadership, collaborative, management and interpersonal skills.
- Impeccable math skills, in order to successfully lead and/or manage responsibilities related to a multi-million-dollar budget.
- Strong customer service skills.
- Demonstrably strong analytical skills, as well as problem-solving and conflict management capabilities.
- Proven, genuine ability and willingness to translate complex financial reporting into easily-understood material, and communicate it, as requested.
- Ability to role model GSCSA culture and represent Girl Scouting in a professional manner.
- Ability to embrace change and strive for continual professional development.
- Ability to partner successfully with other departments, as functionally necessary, as well as supervise staff.
- Proven capability to maintain a high degree of confidentiality.
- Proven capability to work in a collaborative, service-focused environment.
- Excellent, effective English language abilities, both oral and written.

- Ability to develop and enhance efficient and effective financial processes.
- Ability to speak in public with confidence and professionalism.
- Ability to use Microsoft Office, Sage (or equivalent) and customer relationship management (CRM) software effectively.
- Ability to plan and manage a budget.
- Ability to plan long-term, prioritize and meet deadlines successfully.
- Ability to lead effectively or be a key player on team.
- Ability to resolve conflict successfully.

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.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Sufficient visual acuity to make appropriate judgments with regard to written materials.
- Ability to communicate orally and in writing.
- Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Ability to work extended hours, nights, and weekends as necessary.
- Ability to travel within Council service area as needed.
- Other demands, as determined by the Council.

KEY RESPONSIBILITIES

- Functions as the financial subject matter expert serving on the executive and leadership teams of GSCSA.
- Participates in setting GSCSA's strategic direction and translating GSCSA's vision and goals into effective benchmarks and forecasting.

- Collaborates with the CEO in advising the Council's Board of Directors and related board committees with regard to all matters pertaining to finance policy and to best ensure that financial strategies, decisions and functions effectively work toward achievement of organizational goals.
- Manages the accounting function and financial statement preparation in accordance with generally accepted accounting principles, industry practices and tax-exempt regulations.
- Manages GSCSA's positive relationship with the financial community, including financial institutions located in the multi-state geographic territory.
- Contributes to overall Council effectiveness by providing critical staff support to committees and task forces established by the Council's Board of Directors and the CEO. May provide direction, guidance and/or supervision to cross-functional teams.
- In cooperation with the CEO, leads the annual process for preparation of the general operating budget, capital budget, and all other necessary budgets for presentation to the Council's Board of Directors for approval. Monitors performance of approved budgets.
- Develops and maintains effective, easily-understood tools and systems to provide critical financial information to the CEO. Provides counsel to the CEO in the formulation of overall fiscal policies and plans regarding both short-term and long-term financial matters related to the Council.
- Provides timely, accurate and easily-understood analyses of budgets, financial reports and financial trends to best assist the CEO and other managers in decision-making and goal execution. Maintains similar responsibility with respect to reporting of special funds arising out of gifts, grants, investments and other allocations.
- Collaborates with and mentors the Finance Team on all their related activities, ensuring that daily operations of the Council proceed efficiently and effectively, including oversight of the day-to-day administration and control of the accounting and treasury functions.
- Safeguards the Council's assets, ensuring financial transactions are processed accurately and timely, and are recorded in keeping with generally accepted accounting standards and principles.
- Directs and analyzes studies of general economic, business and financial conditions, and their potential impact on the Council's policies and operations. Determines the actual cost of pathways, camp properties and programs and makes recommendations for appropriate levels of subsidies in support of the Council's strategic and operational plans.
- Oversees and directs tax, accounting, accounts payable and receivable, investment strategies, long-range forecasting and liability insurance activities for the Council.

- Ensures that all Council financial operations are carried out in compliance with local, state, federal and not-for-profit regulations, guidelines and laws.
- Analyzes, consolidates and directs all cost accounting procedures, along with other statistical and routine reports.
- Oversees financial and governmental audits, identifies opportunities for improved efficiencies, and supervises the implementation of improvements to internal controls and/or operating procedures recommended in the management letter.
- Carries out supervisory responsibility in accordance with council culture, policies, procedures, and applicable laws.
- Facilitates “win-win” resolutions to higher-level conflict management issues submitted by staff and volunteers and seeks assistance as needed.
- Participates fully in cross-functional assignments for the Council’s key performance indicators (including, but not limited to, recruitment, retention, philanthropy, and product).
- Provides an exceptional customer service experience to both internal and external customers through timely communication, follow-up and problem-solving.
- Other duties as assigned.

The Girl Scout Council of the Southern Appalachians (GSCSA) is headquartered in Knoxville, Tennessee, and has offices in Chattanooga and Johnson City, Tennessee. The Council serves 46 counties in East Tennessee, Northwest Georgia, and Southwest Virginia.