



Classification Description

Job Title: Chief Financial Officer, FSW Foundation **Pay Grade: Administrator**

Job Code: 4245

FLSA Status: Exempt

Job Purpose

The Chief Financial Officer (CFO) oversees the fiscal operations of the Florida SouthWestern State College Foundation, a Direct Support Organization (DSO) of FSW. This includes the operating budget, audit, disbursements and investments. The CFO helps to ensure grant and gift compliance, and is an integral part of the foundation's scholarship management team. The CFO manages relationships with bankers, external auditors and investment portfolio advisers, and directs the finance team. The CFO leads policy development and coordinates the finance committee's work. This position reports to the FSW Foundation Executive Director. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Serves as a Foundation senior leader, assisting with overall organizational management, strategic planning, forecasting and policy recommendations.

Oversees Foundation accounting and financial operations.

Works with the board finance chair and Executive Director to plan and execute board meetings, and engagement of external advisers.

Scans the external environment to forecast priority issues and recommend related policies and procedures.

Develops and maintains internal benchmark reports and mechanisms.

Works with the Foundation's Chief Philanthropy Officer (CPO) to oversee the donor database.

Ensures appropriate segregation of duties and internal controls, as well as cashflow, reconciliations and routine reporting.

Works with the Executive Director and philanthropy team to develop and monitor the annual operating budget and scholarship disbursement plans.

Ensures accurate financial data for donor stewardship and institutional reporting.

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Provides financial guidance for proposal development.

Oversees institutional benchmarking with national organizations and peer foundations.

Prepares and submits reports to the state and local agencies; provides various departments and ensures required Foundation registrations.

Acts as the primary liaison for banking, investment and insurance provider relationships.

Represents the Foundation before the College board of trustees.

Recommends operational policies and procedures for board consideration.

Ensures Foundation adherence to IRS guidelines.

Hires, trains, supervises and provides performance management and evaluation to assigned Foundation personnel.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business, accounting, finance or a related field. Master's degree, professional degree, or equivalent combination of education and professional experience preferred.

Fifteen (15) years of progressively responsible experience in the accounting field.

Experience supervising accounting personnel.

Experience overseeing scholarship disbursements.

Experience managing foundation board relationships and vendor contracts.

Ability to independently travel to other locations for College business.

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Demonstrated experience using Raisers Edge, Financial Edge, a personal computer, office software such as MS Office, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 4, 2024.