

LOS ANGELES REGIONAL FOODBANK JOB AD

Job Title: **Chief Financial Officer**
Status: Salary / Exempt
Supervisor: President/CEO



Principal Function:

Develops, administers and coordinates the organization's operational and financial planning, and core accounting practices in support of the operational strategy, goals and objectives established by the Board and President/CEO. This is achieved through the following means:

- Assist in formulating organization's strategic direction and supporting tactical and financial initiatives.
- Develop performance measures that support the organization's strategic direction.
- Oversees and participates in maintenance of all financial records including food inventory and its valuation.
- Oversees production of accounting reports for review by the departmental heads and President/CEO.
- Responsible for overall Operating Budget cost analysis.
- Analyzes the organization's operations, cost structure and productivity and providing the appropriate metrics to management.
- Serves as staff point person on Audit and Finance Committees.
- Ensures fiscal internal controls across various departments and performs due diligence on various SOPs affecting the finances of the organization.

Supervision Received:

Reports to and receives supervision from the President/CEO. Acts as liaison with board committee chairpersons, keeping the President/CEO advised of significant items discussed.

Supervision Exercised:

Supervises Director of Accounting and Inventory Control Director

Principal Duties:

Policies and Procedures

- In coordination with the Controller and other management team members, recommends changes in existing policies or practices affecting the Food Bank to President/CEO.
- Implements policies and procedures within parameters set by President/CEO and Board of Directors.
- Provides objective strategic and financial guidance to the President/CEO on changes in policies and procedures proposed by other departments.

Record-keeping

- Directs and personally participates in the maintenance of all Food Bank accounting records including agency distribution and contribution records, accounts receivable and records pertaining to programs.
- Reviews banking services periodically and makes recommendation to the President/CEO on service enhancements or changes.

Reports and Analysis

- Provides objective strategic and financial guidance on all related matters to the President/CEO and various Committees of the Boards.

- Prepares for President/CEO's approval, LARF financial and key operational reports, including those required for presentation to the Board of Directors.
- Directs and reviews the preparation of financial reports for President/CEO signature and submits them to various private or government agencies as required.

Budgets and Long-range Planning

- Develops operating and program budgets with various departmental heads for review and approval by President/CEO.
- Assists President/CEO in related operational and financial budgetary and forecasting analysis and subsequent presentation to the Board of Directors.
- Provides direction on the production of Budget performance reports and related analysis for monthly reporting to department heads.
- Assists various departmental heads in explaining/analyzing the expense reports.

Audits and Tax Preparation

- Responsible for assisting independent auditors in various aspects of the audit of financial statements and A-133 Single Audits of federal awards.
- Actively assists CPA firm in all matters involving preparation of annual information return.
- Acts as a liaison for the Audit Committee in audit firm RFP process.

Payroll and Benefits Management

- Reviews the recording of payroll transactions and related payroll deductions to the general ledger.
- Serves as point person on 403(b) defined benefit plan fund comparison and as plan administrator on behalf of the Food Bank.
- Reviews 403(b) fund performance periodically with advisors and makes recommendations to the President/CEO on addition or deletion of fund options for the plan participants.
- Reviews payroll services and makes recommendations to the President/CEO on enhancements or changes.

Investment Management

- Reviews Bank reconciliations and other general ledger details on a regular basis.
- Reviews and recommends to President/CEO and finance committee of investment of surplus funds. Serves as point person on all aspects of executing investment decisions approved by the Board of Directors.
- Maintains records of all investments and is responsible for reporting on the investments to the Finance Committee and the Board periodically.

Insurance

- Mitigates key elements of the organization's risk profile
- Monitors issues involving financial risk to the Food Bank, and legal issues affecting the environment in which we operate
- Constructs and monitors reliable control systems including liability, property, and general lines of coverage
- Maintains appropriate insurance coverage
- Ensures that the Food Bank complies with all legal and regulatory requirements.
- Acts as LARFB contact with respect to handling insurance and risk contracts, MOUs, LOUs and similar contractual matters, jointly sharing the function with the President/CEO and/or the Human Resources Director.

Inventory Control

- Oversees Inventory Control Department.

- Provides inventory analysis, summary input and recommendations to the President/CEO on matters involving inventory capitalization, distribution, cost restructuring and related matters on an as needed basis.
- Makes recommendations on matters related to inventory control analysis and management.

Other

- Other related projects as assigned by the President/CEO.

Qualifications:

- Bachelor's Degree in Accounting/Finance from an accredited institution of higher learning; CPA and Master's Degree preferred.
- 8+ years in progressively responsible financial leadership role with direct involvement in operational/inventory management and oversight; 5+ years of senior financial management experience in a food manufacturing or perishables distribution environment.
- Excellent computer skills with strong capabilities in ERP software analytics.
- Strong knowledge of fund accounting, cash management and superb PC proficiency (Windows environment) required.
- High level of personal integrity and uncompromising ethical standards.
- Demonstrated ability to lead effectively as part of an executive team.
- Superior problem solving, negotiation and team-building abilities required.
- Sound judgment with ability to handle confidential matters with discretion.
- Detail oriented and excellent organizational skills.
- Self-directed and able to work well with minimum supervision.
- Superb interpersonal, oral and written communication skills.
- Ability to work effectively with people of widely diverse backgrounds and lead in support of Values.

Desirable:

- Interest in the problems of poverty and hunger.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 10 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé and salary requirements.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".