



## **WORLD HOPE INTERNATIONAL**

### POSITION DESCRIPTION

## **Chief Financial Officer**

**Background:** World Hope International (WHI) is a 23-year-old Christian relief and development organization directly operating in seven countries. World Hope International uses market-based and community-driven enterprise solutions to empower, protect, and build resiliency through innovative, environmentally conscious, and transformative projects. We deliver our programming through strategic local and global partnerships to create a maximal, sustainable impact.

**Objective:** The Chief Financial Officer (CFO) is responsible for the strategic direction, management and protection of WHI's financial assets and its reputation as a responsible steward of its resources. The CFO's responsibility for the oversight of financial operations includes, but is not limited to:

- overseeing and monitoring complete, accurate and timely reports of all financial activities;
- leading the organization's financial planning, analysis, reporting and budgeting processes;
- ensuring compliance with Generally Accepted Accounting Practices (GAAP), timely compliance with regulatory requirements (federal, state and local), the timely closure of unqualified annual audits; and,
- developing effective financial infrastructure, including: policies and procedures for financial processes and reporting; and the performance and training of finance and accounting staff.

The CFO will work very closely and collaboratively with the CEO, CDO and COO on budget, funding, grant management and expense matters, projecting a sense of customer service as a consistently-demonstrated characteristic of the Finance Department. In addition, the CFO will be expected to establish and maintain excellent working relationships with members of the Board of Directors, especially the Finance and Auditing Committee.

**Direct Report:** Chief Executive Officer

## **Responsibilities:**

### **A. Oversee and monitor complete, accurate and timely reports of all financial activities**

1. Oversee the timely and accurate processing and recording of all financial transactions, developing and fostering a strong customer service ethic in the process of working with other departments.
2. Develop and provide timely, clear and accurate reports that summarize and forecast financial activity and position in areas of income, expenses and cash-flow based on past, present and expected operations.
3. Oversee the month-end and year-end closing processes.
4. Ensure that executive leadership receives, and programmatic leadership has access, to timely financial reports that inform necessary decision-making.

### **B. Lead the organization's financial planning, analysis, reporting and budgeting processes**

1. Plan and guide the annual budget preparation process.
2. Lead effective financial management and performance by developing operating and financial metrics; analyze results and trends; provide budget variance feedback; and, drive financial accountability throughout the organization.
3. Develop financial plans by contributing financial information, analysis and recommendations to guide operational strategic thinking and direction; establish financial objectives and relevant metrics; prepare and update rolling forecasts; and, prepare multi-year operating and capital budgets.

### **C. Ensure compliance with Generally Accepted Accounting Practices (GAAP), timely compliance with regulatory requirements (federal, state and local), maintenance of adequate insurance coverage, and the timely closure of annual audits**

1. Oversee the annual audit process, insuring a prompt, successful and unqualified closure of each annual audit.
2. Assure compliance with all federal and state laws and regulations, including promptness of required filings and payment of any tax liabilities.
3. Ensure proper recording of gift restrictions, classification of assets, release of net assets and accurate posting of complex transactions (e.g., LLC entries; CGA's; lease activity).

4. Coordinate with General Counsel regarding insurance coverages to ensure company's assets are safeguarded from all reasonable exposure and all other contractual requirements are met.
5. Contract with external auditors consistent with the decisions of the Board of Director's Finance and Audit Committee.
6. Ensure, in cooperation with the General Counsel, the selection of plans to provide employee benefits with tightly controlled costs that assure maximum coverage at the least possible cost to both the company and employees.
7. Review contracts, consistent with the organization's Procurement Policies, including pricing and terms.
8. Ensure that annual audits are unqualified with regard to aspects within the scope and authority of the CFO.

**D. Develop and maintain effective financial infrastructure (including: policies and procedures for financial processes and reporting; and the performance and training of finance and accounting staff).**

1. Plan, develop, oversee and evaluate the organization's fiscal function and performance.
2. Oversee the effective management and development of accounting staff to the competencies and skills necessary to meet organization and departmental needs and objectives.
3. Plan and evaluate systems and controls which verify the integrity of all finance and accounting processes and data.
4. Enhance the financial management infrastructure by analyzing operational requirements and, as beneficial: developing finance and accounting guidelines, policies and procedures; and creating appropriate systems of control, monitoring and evaluation.
5. Oversee employee payroll and timesheet tracking systems.
6. Periodically review WHI's financial service relationships (banking, line of credit, credit cards, investments, etc.) to maximize savings and return while reducing processing costs and expenses.
7. Remain current with evolving financial practices and standards through continuing education and professional exposure.

**QUALIFICATIONS**

**Experience and Competencies:**

- An experienced leader and financial executive with appropriate and related experience, preferably to include not-for-profit organizations.
- An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
- A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.

- A well-organized and self-directed individual who is effective within the culture, dynamics and community of the organization, as well as a team player.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.
- A good educator who is trustworthy and willing to share information and serve as a mentor.
- An excellent negotiator who is experienced in contracts and agreements.
- A decisive individual who possesses a "big picture" perspective and is well versed in systems.
- Working knowledge of the Uniform Guidance.
- Ability to travel (domestically and internationally) as warranted.

**Education:**

Masters degree (MBA) or equivalent; or ten to fifteen years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to:

- Read, analyze, and interpret the most complex documents
- Respond effectively to the most sensitive inquiries, issues or concerns.
- Make effective and persuasive presentations on controversial or complex topics to the Board and key stakeholders, both internal and external.

**Certifications:**

Active CPA license