

## CHIEF FINANCIAL OFFICER - JOB DESCRIPTION

### **JOB SUMMARY:**

The CFO is an executive-level position, serving as one of three Assistant Managers in the Township reporting directly to the Township Manager. The CFO is primarily focused on the financial strategy and long-term planning aspects of the Township. The CFO will establish, implement, and maintain alignment across all operations to ensure the long-term growth, sustainability, and stability of the Township. This position is responsible for continual data-driven analysis of the Township's financial strengths and challenges and is expected to recommend and implement changes as needed. This position requires an extensive depth of expertise and knowledge in all aspects of business and financial management that can be used to oversee and manage efficient and innovative ways to accomplish the Township's short and long-term strategies.

This position requires strong collaboration skills and will work in combination with the other two Assistant Township Managers in a team environment, identifying, recommending, and implementing strategic organizational objectives to the Township Manager.

The CFO oversees three of the Township's departments – Finance, Human Resources (HR), and Information Technology (IT). All three departments have a director who reports directly to the CFO.

### **ESSENTIAL FUNCTIONS:**

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on needs without changing the general nature and scope of the job or level of responsibility. **Employees may also perform other duties as assigned.**

### **Financial Leadership/Strategic Planning and Management**

1. Acts as a transformational leader for the Township, inspiring and motivating staff to achieve the organization's goals and objectives.
2. Assesses and evaluates the overall financial performance of the Township, with a focus on long-term operational goals, budgets and forecasts
3. Serves as a key member of the senior management team and works collaboratively with the team to design and execute successful strategies to ensure long-term financial stability and growth and to define and accomplish strategic goals and objectives in support of the same, including but not limited to:
  - . Providing advice and counsel to the Township Manager and key staff on critical proposals and/or projects to ensure alignment with fiscal objectives and goals

- a. Providing guidance and direction to Township management and staff regarding the development and maintenance of a long-term capital improvement plan
  - b. Analyzing long-term operating impacts of proposed capital projects and/or Township initiatives to protect the organization's financial integrity and operational effectiveness.
  - c. Analyzing enterprise operations and programs and providing guidance and direction to Township management and staff regarding the same to ensure the long-term and strategic growth and stability of those operations
  - d. Providing guidance and direction to aid in the formulation of economic development strategies
4. Serves as the key member of the senior management team in supporting Township staff in all financial aspects of Township operations in their purview, including but not limited to:
- . Establishing and maintaining in conjunction with the Finance Department, financial policies that reflect the financial stewardship standards of the Township Supervisors, Township Manager, and generally accepted industry practices
  - a. Supporting, facilitating and encouraging discussion of policies and practices with the public and staff
  - b. Overseeing and directing the development and dissemination of prospective information on operational and financial performance as well as more traditional retrospective information such as budget-versus-actual reports
5. Oversees the identification, use and analysis of data on operational and financial performance for use in evaluating, establishing, and meeting long-term and strategic goals and objectives, including but not limited to:
- . Working with the senior management team to identify and understand information and data needed to manage the strategic objectives and to run efficient and effective day-to-day operations.
  - a. Overseeing the identification, acquisition and implementation of technical systems and software used for leveraging data and associated analytics to identify and establish operational needs, objectives, goals and solutions
  - b. Overseeing and developing operational and fiscal indicators, dashboards, scorecards, and other easily accessible means to communicate vital financial information.
  - c. Overseeing and evaluating analytical information in support of ensuring data driven decisions
6. Educates stakeholders including fellow executive team members, elected officials, and the public about all aspects of the overall financial performance of the Township in order for them to understand the ramifications of issues more fully and to make better decisions, including but not limited to:
- . Governmental finance
  - a. General finance concepts
  - b. Data analytics

c. Best business management practices

7. Actively participates in professional associations such as the Government Finance Officers Association and other national, state, and local professional organizations to keep the Township abreast of leading financial management practices.

### **Township-wide Fiscal Performance Management**

1. Serves as the key member from the executive leadership team with all Departments with respect to understanding, analyzing, and utilizing cues provided by operational and financial information
2. Provides guidance and direction to all Departments on how to achieve effective, financially sustainable operations. Oversees and directs the identification and implementation of initiatives, processes, and operations in furtherance of the same.
3. Oversees the development, implementation and maintenance of fiscal performance measurements and goals to ensure alignment with operational and strategic goals
4. Oversees and directs the analysis of Township enterprise fund operations and programs to ensure optimal business practices and initiatives to support revenue driven growth and stability.

### **Departmental Operations – Finance, HR, and IT**

1. Provides vision and leadership while directing overall activities of programs in the Finance, HR, and IT Departments.
2. Establishes overall goals, objectives, and service standards for the departments and their functions. Communicates these standards and is accountable for managing the activities required to achieve them.
3. Leads efforts with the Director of Finance to develop and implement policies and procedures pertaining to financial operations and activities; develops and implements internal control systems and procedures to reduce the potential of errors, omissions, and fraud; works with staff across the departments to develop, update and implement administrative policies.
4. Oversees the execution, maintenance and analysis of the annual budget preparation process and administration of the same and ensures the budget aligns with strategic plans, long-term fiscal objectives and goals and the Township's financial policies.
5. Oversees the analysis of all aspects of employee life cycle to ensure compliance with strategic plans, long-term fiscal objectives and goals and the Township's financial policies.
6. Coaches Finance, HR, and IT staff by asking questions to engage staff and get them to think about issues and come to successful decisions and outcomes on their own – thereby leading to better learning and acceptance than simply telling them what to do.
7. Interprets applies, and ensures compliance with established policies/procedures, governmental standards, and all other applicable laws, codes, statutes, rules, regulations, and standards appropriate for the departments; initiates any actions necessary to correct deviations or violations.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Business Administration, Public Administration, Finance, or related field; supplemented by ten (10) years of experience in business, public or financial administration, including five (5) years of supervisory experience; or an equivalent combination of education, certification, training, and/or experience.

Must possess a valid driver's license and proof of auto insurance

## **PREFERRED QUALIFICATIONS:**

Master's Degree in Business Administration, Public Administration, Finance, or related field. Three (3) years of experience in an executive-level role with a focus on business operations management and strategic planning. Demonstrated experience overseeing governmental, utility, and other enterprise operations such as golf course, pool and other revenue-creating recreational programs.

## **CERTIFICATIONS:**

Certification as a CPFO or a CPA is desirable, but not required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of the principles and comprehensive practices of financial and business operations management
- Advanced knowledge of and ability to leverage data and analytics to support goals
- Advanced knowledge of the financial impacts associated with the administration of insurance benefits, retirement and pension plans, and compensation programs
- Advanced knowledge of the principles and comprehensive practices of strategic planning and implementation
- Knowledge of the principles and comprehensive practices of human resource strategy, management, and administration
- Knowledge of the principles and comprehensive practices of information technology strategy, management, and administration as it relates to data analytics
- Knowledge of principles, practices, methodologies, and techniques utilized to effectively manage and motivate a diverse workforce
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department/organization-specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in adapting to a changing work environment, competing demands, and ability to deal with frequent change, delays, or unexpected events
- Skill in developing and managing project budgets

- Skill in critical thinking for issues resolution and process improvement recommendations
- Skills in collaborating with peers, subordinates, and supervisor
- Ability to work as a team player in a team environment
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to effectively present information and financial and strategic advice to top management and/or all relevant constituents/parties/individuals
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals
- Ability to lead and motivate others to achieve goals
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to work outside of standard business hours per organizational obligations/commitments