

Job Description

Job Title: Chief Financial Officer
Reports To: CEO
FLSA Status: Exempt
Department: Accounting

Summary: To direct and oversee all financial activities of the company and manage leasing operations.

Responsibilities and Duties: Duties other than those specified may be assigned.

Directs the preparation of all financial reports, including income statements, balance sheets, reports to shareholders, tax returns, and reports for government regulatory agencies.

Oversees accounting departments, budget preparation, and audit functions. Meets regularly with department heads to keep informed and to offer direction.

Analyzes company operations to pinpoint opportunities and areas that need to be reorganized.

Reviews reports to analyze projections of sales and profit against actual figures, budgeted expenses against final totals, and suggests methods of improving the planning process as appropriate.

Studies long-range economic trends and projects company prospects for future growth in overall sales and market share, opportunities for acquisitions or expansion into new product areas. Estimates requirements for capital, land, buildings, and an increase in the work force.

Confers with president, vice presidents, and division leaders to coordinate and prioritize planning.

Supervises investment of funds; works with banks and/or investment bankers to raise additional capital as required for expansion.

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, skill, and/or ability required. The employee is occasionally required to lift up to 10 pounds and up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be knowledge of database and accounting computer application systems. Should possess excellent verbal and written communication skills, as well as excellent analytical and organizational skills.

Education/Experience:

Degree in business administration, accounting, or finance. C.P.A. and 10 years of experience in financial management with increasing responsibilities for multi-faceted direction and planning.

Computer Skills:

Microsoft Word, Excel, PowerPoint and Access, Spreadsheets, Accounting software, E-mail

Supervisory Responsibilities:

Responsible for overseeing accounting and leasing departments.