



Job Title: Director of Financial Operations (DFO)
Department: Finance Location: Newark
Reports To: Chief Executive Officer (CEO)

FLSA: Exempt: X Non-Exempt: _____

Job Summary

The Director of Financial Operations (DFO) is responsible for directing the fiscal function of the Girl Scouts of the Chesapeake Bay Council ("Council") in accordance with generally accepted accounting and finance principles and regulations. The DFO works closely with the board of directors, Chief Executive Officer (CEO), and Senior Management Team to development and implement Council financial strategies. In partnership with the CEO, treasurer, and appropriate board committees, the DFO provides overall financial leadership and direction to the council and is also responsible for providing effective stewardship, control, and oversight of the corporation's finances. The DFO is honest, ethical and professional in conduct and character. The DFO leads the accounting function and financial statement preparation in accordance with generally accepted accounting principles, industry practices, and tax-exempt regulations. The DFO should be able to demonstrate flexibility and adaptability in a constantly changing environment. They should manage the organization's related financial planning, execution, and evaluation, through performing the following functions personally or via subordinate staff, depending on Council structure and staff expertise: retail, information technology (IT), risk management and insurance, and property.

Essential Duties and Responsibilities

Organizational Leadership

- Advise CEO and the Council's Board of Directors on all matters pertaining to finance policy to ensure that financial strategies (short and long term), decisions, and functions effectively facilitate achievement of Council goals.
- In conjunction with the CEO, annually establish a set of council financial goals and strategies to be incorporated into the budget planning process.
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist CEO and Senior Management Team in decision-making and goal execution.
- Contribute to overall Council effectiveness by providing critical staff support to task forces established by the Council's Board of Directors and by participating, as directed, as a team member of the Finance, Audit, Investment Committees and the Senior Management Team of the Council.
- Develop metrics to measure strategic accomplishments and monitor performance.
- Initiative action when productivity is stalled.
- Translate complex financial concepts to convey, explain, and document the financial activities of the Council.

- Participate and partner with Girl Scouts of the USA (GSUSA) on task forces, webinars, and workgroups and uses the tools at hand to streamline processes.
- Foster a good working relationship with Senior Management Team, other key staff and constituents built on trust, candor, and respect.

Treasury

- Manage relationships with financial institutions (investments, loans, lines of credit, changes to accounts).
- Monitor and manage leases, notes payable and other long-term liabilities financed by third parties.
- Ensure that all bank accounts are reconciled monthly.
- Monitor cash flow to ensure efficient use of cash resources and make recommendations for cash transfers.
- Oversee Troop Bank Accounts and annually perform internal audits with any plans of correction.

Accounting Operations

- Ensure all Council financial operations are carried out in compliance with local, state, federal, and nonprofit regulations, guidelines, and laws.
- Oversee the day to day administration and control of the accounting, treasury, and payroll functions to safeguard the Council's assets (both physical and financial) and to ensure financial transactions are processed accurately, timely, and are recorded in keeping with accepted accounting standards and principles.
- Ensure that all sub-systems that track financial activity reconcile to the GL on an ongoing basis.
- Oversee the month end close process to ensure the accuracy of monthly reporting.
- Perform analysis of complex accounts and review all other account reconciliations to ensure accuracy.
- Ensure that invoices and other payables are being coded accurately and paid timely.
- Ensure that deferred revenue, fixed assets, inventory and pre-paid expenses are being captured accurately as part of the month end process.
- Review, develop, implement and train staff on any new or updated financial Policies and Procedures always striving for best practices.
- Ensure that the Financial data base systems and sub-systems are kept up-to-date and accurately capture the financial activity of the council.

Budget

- In conjunction with CEO, COO, CRO and with input from department directors prepare the general operating budget for presentation to the Council's Board of Directors and monitor performance of the approved budget.
- Ensure that the approved budget is entered into Accounting system accurately.
- Analyze and interpret variances.
- Construct year end forecasts/projections for the Finance Committee to ensure proper financial oversight, planning and management throughout the year.
- Assess what changes are needed and identify opportunities for improvement.
- Present the internally approved budget to the Finance Committee before presentation and approval by the full Board.

- Ensure that funds are budgeted with respect to support arising out of special gifts, specific program grants, and other designated allocations.

Financial Performance

- Monitor the financial performance by measuring and analyzing results on a continual and frequent basis.
- Research and understand variances, initiate corrective action plans and report on progress.
- Seek to identify and achieve best practices in financial accounting of GSCB activities.
- Ensure internal controls and profitability for Council activities such as the Retail Shop, Camp Management or Cookie sales.
- Analyze the activities of the Development Department (Grants and Contributions and Special Events) to ensure expenses are being spent in compliance with grant and other restricted stipulations.
- Oversee all financial reporting activities, providing CEO and the Council's Board of Directors, the Board Finance Committee, the members of the Annual meeting and senior staff with accurate and up-to-date information on the financial activities of the Council.
- Maximize physical plant operations for all Council owned properties, including service centers and camps, to ensure the acquisition and disposition of fixed assets, construction, improvements, and maintenance are managed in the most cost-effective manner.
- Manage the contract process including initiation of RFP's, following an established procurement policy and determining the scope of work for contract staff.

Annual Audit, Reporting and Risk Management

- Coordinate and oversee all internal and external audit activities.
- Submit all required Federal, State, Local and GSUSA reports timely and accurately.
- Ensure that all grant reporting is completed timely and accurately.
- For the annual external audit, prepare the Trial balance, confirmation letters, obtain needed documents as directed by the audit firm, prepare or review needed schedules and review any needed audit adjustments.
- Use the audits to identify opportunities for improved efficiencies and oversee the implementation of these improvements to internal controls and/or operating procedures.
- Prepare the Schedule of Functional expenditures.
- In conjunction with the CEO, COO, CRO and other senior staff, prepare and file the 990.

Staff Supervision

- Manage the effective development and retention of high performing finance staff to ensure they are organized and deployed appropriately to achieve successful operating results.
- Practice reflective supervision of staff ensuring their own ability to set and meet annual performance goals.
- Create a productive work environment that encourages teamwork, supports collaboration and consistently promotes professionalism.
- Identify what motivates individuals and leverages it to produce desired outcomes.
- Encourage innovation and empowers others to engage in an open exchange of ideas to incorporate change, explore innovative solutions and achieve desired results.
- Work with the CHRO to ensure compliance with employment and other applicable laws.
- Provide needed training to staff to maximize their opportunity for success.
- Recognize and resolve conflict between staff and departments and offer solutions to bring about resolution.

Other Duties

- Perform other related duties as requested.

Competencies and areas of expertise may include:

- Leadership, mentoring and development, financial management, risk management, budget administration, contract management, accounting, adaptability, compensation and benefits, property management, human resources, professional conduct, problem solving and organizational knowledge.
- Organizational leadership, which reflects the DFO's role as a member of the Council's leadership team.
- People leadership, which reflects the DFO's role in engaging and motivating Council staff and key volunteers. Collaborates with others to create optimal solutions; fosters a commitment to a team approach to work; and promotes partnerships between work units.
- Personal leadership, which reflects the DFO's self-awareness.
- Financial leadership, which reflects the specialized talents and content expertise the DFO brings to the Council.
- Oral and Written Communication abilities (i.e. In person, verbal, written, and/or phone); expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls, volunteers, staff, and Board Members.
- Problem-Solving - identifies and analyzes existing and potential problems systematically and thoroughly; reports/documents the problem; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; defines and implements solutions to problems; makes independent decisions and exhibits strong resourcefulness in finding solutions.
- Project Management – demonstrated ability to coordinate multiple projects while managing conflicting priorities and deadlines; formulates short and long-term project goals, objectives, schedules, and priorities in line with council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-to-day administrative tasks.
- Judgment and Decision-Making - recognizes when immediate action is required; recognizes when sufficient information has been obtained to make a decision; makes decisions where appropriate or refers decisions to the appropriate organizational level; makes decisions without undue delay.
- Customer Responsiveness - seeks and acknowledges the views and ideas from customers; identifies, prioritizes, and balances customer issues; takes time to answer questions and explain decisions; follows through on commitments to customers in a timely manner; maintains a commitment to continuous improvement.

Direct Reports:

- Accounting Manager
- Accountant

Travel

- Approximately 10% travel

Qualifications:

- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of financial and accounting software applications.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Work requires willingness to work a flexible schedule.

Physical Demands and work Environment:

Occasionally required to stand; walk, sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment. Occasionally lift and/or move up to 25 pounds. Must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures. Occasional high stress work may be required in dealing with volunteers/staff/stakeholders.

Education/Experience

- Bachelor's degree in Accounting or Business Administration
- Master's degree or CPA Preferred
- Minimum 2-3 years' experience as a Controller or a Lead Finance Officer preferably in a non-profit organization

The Following Requirements Apply to All Positions

- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program, and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained.
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require.
- Possess a valid Driver's License and have regular access to a reliable vehicle.

Exposure and Environment Conditions: None