

Michigan Public Health Institute Position Description

Title: Chief Financial Officer

Employee Name: TBD

Supervisor: Renée Branch Canady

Purpose: As a senior-level leader, the Chief Financial Officer (CFO) provides financial vision and leadership, strategic and tactical planning, development and coordination of MPHI finances. As the top financial advisor, the CFO leads all financial operations, assesses organizational performance against both the annual budget and company's long term strategy, and ensures protection of the organization's assets and integrity of the financial information, and acts as an advisor to the Board of Directors and MPHI management.

Duties and Responsibilities: Strategic

- As a business partner to the Board, and MPHI Management, develops tools and systems to provide critical financial and operational information to the CEO and makes actionable recommendations on both strategy and operations.
- Engages the board, executive and audit committees around financial issues, trends, and changes effecting MPHI. Responsible for attending meetings and reporting financial information to the Audit Committee, Executive Committee and Board of Directors.
- Oversees short and long range financial planning to assure solvency for the organization and management of cash flow.
- Serves as a member of the executive leadership team.
- Develops and utilizes forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

Financial Management

- Acts as a signing authority and is authorized to obligate and commit the organization.
- Monitors and reports on administrative budget to budget team, management team and board of directors.
- Oversees all accounts, ledgers, and SAP reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, internal control safeguards, regulatory requirements, and OMB audit requirements.
- Reviews and analyzes financial statements, special reports and other operating data.
- Oversees year end close including review and/or preparation of all information required by the auditors to ensure that the organization passes its annual A-133 audit.
- Oversees the management of cash flow and forecasting.
- Manage and track the performance of the permanent fund in keeping with the policies and investment guidelines established by the Executive Committee.

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- Establishes processes and practices that yield efficiency and quality, including automated procedures.
- Plans, in conjunction with the CEO, programs for capital investing together with the necessary procedures to effectuate the plan.

General/Team Management

- Mentor and develop a direct report financial team, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
- Oversees grants and contracts area's review of contracts, grants, requests for proposals and budgets. Recommends revisions and provides guidance to staff for changes.
- Oversees payroll and benefits area. Recommends revisions and providing guidance to staff for changes.
- Develops and implements policies and procedures and oversees the coordination of financial systems and operations.
- Consults as necessary with legal counsel to reduce the risk of company liability.
- Seeks input from the executive leadership team and CEO to develop and monitor the board approved administrative budget.
- Responsible for working with the third party indirect rate consultant to prepare and negotiate the annual indirect cost rate proposal.
- Serves as the Financial expert on the SAP management team. This role includes planning, upgrades, support pack testing and trouble shooting at a functional level.
- Engages daily as a liaison both internally & externally on financial related issues for the Institute. This includes: training, troubleshooting and problem solving complex financial issues, making decisions, and relaying sensitive and/or confidential information as appropriate.
- Oversees insurance programs, including health, general liability, workers' compensation, property and automobile insurance.
- Responsible for the oversight of the fringe, leave and end user computing pools.
- Remains up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- All other duties as assigned.
- *"MPHI employees are expected to maintain a positive, strong, credible, professional and interpersonal relationship with all parties relevant of MPHI projects, and represent the best interest of MPHI at all times."*

Qualifications/Requirements:

Education: Possession of a bachelor's degree in Accounting or related field required. Certified Public Accounting certification required.

Experience: Minimum of ten years of increasingly more complex experience. Non-profit experience with an organization funded by grants and contracts highly desirable. Prior supervisory experience and experience with computerized accounting systems required. Experience serving on a corporate management team desirable.

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Important Skills and Characteristics:

Maintains integrity, effective communicator, and able to nurture a professional leadership relationship with the Board of Directors, CEO, Program Directors & Administrative Management Team, staff and clients. Strong financial and analytical skills. Ability to follow complex written regulatory & legal language and work independently in a complex environment. Strong organizational, planning and communication skills. Must be team-oriented and self-directed. Must be able to lead as well as follow. A flexible schedule is required.

Work Environment and Physical Requirements:

Standard office environment. The job may require moderate physical effort and involves viewing a CRT or VDT screen 25-75% of the time.

RESPONSIBILITY FOR THE WORK OF OTHERS

Supervisor: supervises, hires, disciplines and conducts performance reviews.

IMPACT ON PROJECTS, SERVICES AND OPERATIONS

The CFO has the responsibility for the overall financial status of the corporation. Errors or lack of proper planning and management in this area would result in financial instability and possible lack of solvency for the corporation.

REQUIRED COMMUNICATION

Contact Person/Group	Frequency	Purpose
1. Clients/Funders	weekly	contracts/invoices/problems
2. CEO	daily	status of accounts &
3. Board of Directors	quarterly	report on financial status
4. Management Team	weekly	planning
5. MPHI Staff	daily	program problems
6. Team Members	daily	direction/supervision

For purpose of employment standards, this classification is "Exempt" from overtime provisions under the Fair Labor Standards Act.

Signature_____

Chief Financial Officer

Date _____

Signature_____

Chief Executive Officer

Date _____

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