

Center for Creative Education

Job Description



Job title: Chief Financial Officer

Work Location: Main Office

Division/Department: Financial and Facility

Reports to: Chief Executive Officer

Full-time
 Part-time

Exempt
 Nonexempt

Essential Duties and Responsibilities:

The purpose of this position is to ensure that CCE maintains at all times an accurate financial management system structured with the appropriate levels of balance and controls. Also responsible for planning and maintenance of the physical plant and infrastructure which supports the safe functioning of the facility. Responsible for all aspects of accounting, budgeting, and fiscal management.

- Ensures accuracy of accounting system including ensuring that CCE is on the appropriate version of QuickBooks
- Prepares reports for Board Treasurer on a monthly basis
- Prepares financial reports for all Board Meetings
- Reviews all bills for accuracy and recommends payment to the CEO
- Coordinates audit activities with external auditor including timely closing of audit and preparation of 990
- Ensures accuracy of timekeeping system recommends policy/practices changes to ensure CCE is in compliance with all wage and salary guidelines. Prepares payroll for approval by the CEO
- Reviews all bills for artist supplies and ensures that programming has approved for payment
- Establishes accounts with suppliers to ensure ease of ordering
- Reviews artists reimbursement for supplies that must be purchased locally
- Reviews and approves payment for artists on a monthly basis
- Prepares artists checks for signature
- Ensure that CCE is in compliance with all financial reporting requirements for Prime Time or any other state or federal agency
- Consistently monitors financial performance
- Maintains system for grants for both timely billing and management reporting along with COO
- Prepares 1099's for all contract staff
- Sets up appropriate accounting/cash controls for all CCE events
- Monitors the banking activities of the organization, ensuring the company has an adequate amount of liquidity (cash flow) to meet their daily needs
- Investigates cost-effective benefit and fringe benefit plans for the employees along with CEO
- Coordinates the work of the audit and finance committee of the board
- Maintains fixed asset schedule
- Manages relationship with external vendors to ensure proper maintenance of facility
- Maintains relationship with IT Company
- Creates and manages fee schedules for facility rental along with contracts for rental management. Establishes with prime vendors which are part of the rental program.

- Coordinates all grant writing activities to ensure that organization is well funded programmatically along with the CEO and COO
- Performs related duties as assigned

Education and/or Work Experience Requirements:

- Bachelor's Degree in Accounting or Business Administration required
- Master's degree in Business Administration and/or CPA certification preferred
- Must have at least 5 years of progressive experience in a similar positions
- Must have working knowledge of Microsoft Office Suite of products
- Must have experience with an automated accounting system – preferably Quick Books
- Must successfully pass Level II background check and cleared through the Department of Homeland Security

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FLMA and other federal, state and local standards, including meeting qualitative and/or qualitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FLMA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on the telephone

Print Employee Name:

Employee signature:

Date: