Chief Financial Officer (based in Reno or Phoenix)

The Chief Financial Officer (CFO) provides both financial and transactional support to the organization. The CFO supervises the finance unit and is the chief financial spokesperson for the organization. The CFO reports directly to the President/Chief Executive Officer (CEO) and directly assists in all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.

ESSENTIAL DUTIES & RESPONSIBILITIES • Assist in performing all tasks necessary to achieve the company’s vision and mission and help execute staff succession and growth plans. • Work with the President/CEO on the strategic vision including fostering and cultivating stakeholder relationships as well as assisting in the development and negotiation of contracts. • Participate in developing new business, specifically: assist the CEO in identifying new funding opportunities, the drafting of budgets, and determining cost effectiveness of operations. • Assess the benefits of all prospective contracts and advise the Executive Team. • Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits. • Provide the CEO with an operating budget. Work with the CEO to ensure success through cost analysis support, and compliance with all contractual requirements. This includes: 1) interpreting legislative and regulatory requirements to ensure compliance with all federal and state contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance. • Manage and Coordinate all fiscal reporting activities for the company. • Oversee all purchasing and payroll activity for the company. • Develop and maintain systems of internal controls to safeguard financial assets of the company. Coordinate the activities of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with IFRS requirements. • Manage capital allocation and assist with Corporate portfolio management. • Attend Board and Subcommittee meetings, including being the lead staff on the Audit/Finance Committee. • Monitor banking activities of the company. • Ensure adequate cash flow to meet the company’s needs. • Produce monthly reports including reconciliations, as well as financial statements and cash flow projections for use by Executive management, as well as the Audit/Finance Committee and Board of Directors. • Assist in the design, implementation, and timely calculations of wage incentives, commissions, and salaries for the staff. • Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition. • Oversee business insurance plans and health care coverage analysis. • Oversee the maintenance of the inventory of all fixed assets.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES • Thorough knowledge of accounting principles and procedures. • Create and assess financial statements and budget documents. • Foster and cultivate business opportunities and partnerships. • Supervise staff, including regular progress reviews and plans for improvement. • Communicate effectively in both written and verbal form.

EDUCATION AND EXPERIENCE Education • Bachelor’s degree in Accounting, Business, Finance, or Economics. • Master’s degree (preferred) or equivalent designation and work experience. • Certified Public Accountant (CPA) preferred. Experience • Proven working experience as financial controller • 10+ years’ experience in a senior financial managerial position • Minimum of five years in Financial planning and analysis • Five to seven years of managing day-to-day financial operations of an organization of at
least 50 staff persons. • Any equivalent combination of education and experience determined to be acceptable.