

National Law Enforcement Officers Memorial Fund

Job Description

Position Title: Chief Financial Officer

Reports To: Chief Executive Officer

Direct Reports: Controller and AP Manager

Position Overview

Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer will be responsible for the development and implementation of the National Law Enforcement Memorial Fund (NLEOMF) financial management systems, strategies and goals. In addition to these components, the CFO will be charged with implementing more sophisticated systems, policies and procedures with the goal of increasing efficiency, reduction in costs, and a mindset for supporting the successful operation of NLEOMF programs. In addition to day-to-day reporting to the CEO, the CFO will provide financial updates and reporting to the Finance Committee and Board of Directors.

The ideal candidate will be a collaborative, detail-oriented manager with an entrepreneurial spirit and will lead efforts to oversee the following areas: finance, business planning and budgeting. They will play a critical role in partnering with the Management Team in strategic decision making and operations as NLEOMF grows its operations and seeks to attract top talent to fulfill its mission. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Essential Duties and Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting;
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary;
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep the Management Team abreast of the organization's financial status;
- Manage organizational cash flow and forecasting;
- Implement a robust contracts management reporting system; ensure that the contract billing schedules are adhered to and that financial data and cash flow are steady and support operational requirements;

- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Oversee business license, accounts receivable, accounts payable, payroll and other financial functions of NLEOMF including two accounting department staff.
- Coordinate specified risk management activities, including the procurement of appropriate insurance coverage; and
- Collaborate with the Chief Development officer and Chief Public Engagement Officer to align financial management with fundraising goals.
- Create and Maintain a long-term Capital Budget
- Oversees Human Resources - Oversees NLEOMF's recruitment and hiring policies and practices and works with the Management Team to attract top talent;
- Oversees employee benefits programs
- Draft, execute, and manage contracts with consultants and vendors.
- Monitor and manage internal HR systems, processes, and databases

Minimum Requirements/Qualifications

- Bachelor's degree, Master's Preferred or equivalent experience/expertise in Finance, CPA preferred.
- 10+ years' experience in nonprofit Finance
- A history of progressive leadership responsibility
- In-depth understanding of cash flow management
- Hands-on experience with budgeting and risk management
- Excellent knowledge of data analysis and forecasting models
- Proficiency in accounting software (Great Plains)
- Solid analytical and decision-making skills
- Excellent writing and communications skills, including presentation skills
- Ability to work strategically and collaboratively across the organization.
- Effective, versatile, and action-oriented.
- Ability to work well under pressure with tight deadlines and multiple priorities
- High integrity and ability to hold confidentiality.
- Strong emotional intelligence quotient, compassionate, self-aware, and the ability to skillfully manage own emotions and those of others.

Full-time exempt position. NLEOMF also offers a competitive benefits package.

To apply, submit a compelling cover letter, resume, and salary requirements to resumes@nleomf.org. Please indicate the position you are applying for in the subject line of the email.

Applications will be accepted until position is filled. NLEOMF is an equal opportunity employer. We consider applicants without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.