

JOB OPENING (JOB CODE: FI011)

[JOB TITLE:] Chief Financial Officer (CFO)

[SALARY RANGE:] Negotiable

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Milwaukee, Wisconsin

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the general direction of the Chief Operating Officer, the Chief Financial Officer is responsible for the overall financial operations and management of the agency's fiscal department, its procedures and policies; and holds responsibility for implementation and maintenance of financial controls, accounting systems, and financial records safeguard.

[JOB DUTIES:]

- 1) Directs all activities and fiscal responsibilities of the agency's division of finance; implements and maintains an accounting system which addresses the agency's financial responsibilities, safeguards, and controls necessary to carry out all financial activities; responsible for carrying out all general auditing and internal financial strategies of the agency's operations.
- 2) Maintains budgeting systems which provide control of expenditures made to carry out activities, directly and indirectly related to program operations; as well as other activities relating to investments, construction, and other matters.
- 3) Will conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. Will develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- 4) Responsible for devising and installing special accounting systems and related procedures where standardized system does not apply; conducts survey of operations to ascertain needs of programs, departments, and organizational functional areas.
- 5) Conducts continuing assessments of the effectiveness of controls, accuracy of financial records, and efficiency of operations and prepares reports and recommendations for management.
- 6) Analyzes data obtained for evidence of duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures. Prepares reports of findings and recommendations for management. Will conduct special studies for management, such as those required to discover mechanics of detected fraud and to develop controls for fraud prevention and improvement of internal controls.
- 7) Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated service delivery methods, productivity, or cost analysis. Gathers and organizes information on problems or procedures including present operating procedures. Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes.
- 8) Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds. Reviews operating budgets periodically to analyze trends affecting budget needs.
- 9) Analyzes past and present financial operations and estimates future revenues and expenditures to prepare budgets.
- 10) Analyzes records of past and present operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses, using computer systems.
- 11) Consults with unit heads to ensure budget and expenditure adjustments are made in accordance with program changes in order to facilitate long-term planning. Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.

- 12) Advises management on matters such as effective use of resources and assumptions underlying budget forecasts. Interprets budgets to management. Will plan and oversee development and installation of manual or computer-based budgeting system. Will assist in financial analysis of proposed projects to develop capital improvement and operating budgets.
- 13) Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to President/Chief Executive Officer with recommendations for budget revisions.

[QUALIFICATIONS:]

- 1) Bachelor's Degree from an accredited university in Accounting or Business Administration with a major in Accounting.
- 2) Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) designation through national professional certification associations or societies and a member in good standing with a state association or society.
- 3) A minimum of eight years combined experience in two professional areas is required: (a) a minimum of five years' experience in providing audit, internal audit, or government audit services (Level I and Level II) in a certified public accounting firm or a governmental unit and, (b) a minimum of three years' experience in providing management consulting, budgeting, financial planning in public or private sector assignments.
- 4) Documented training and demonstrated capabilities in customizing, installing, and managing computerized accounting systems as well as implementing staff training plans.
- 5) Demonstrated ability in developing corporate and programmatic budgets in a team-based organizational development environment.

[CONDITION OF EMPLOYMENT:]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.

[WORK ENVIRONMENT:]

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and/or move up to 20 lbs.

Tools & Equipment Used: a) iPads, iPhones, laptop computers, projectors, copy/scanner machine, computer; b). Be able to scan documents and encrypt documents as necessary c) first aid equipment, fire extinguisher. Usage varies by position.

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Equal Opportunity Affirmative Action Employer

08/26/21