Chief Financial Officer (CFO)

JOB CODE: HR002
Schedule: Full Time
Work Status: Regular-Exempt
Salary: Competitive salary, based on experience
Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits
To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation
Advancement
In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity
UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Join UMOS in making a difference in the lives of people in our communities!
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.

Primary Responsibilities:

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.

CLICK HERE TO APPLY FOR THIS JOB.

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.