

July, 2018

**Have accounting experience or an accounting degree? Looking for a challenging career where you can help make families safer and unite others to end domestic violence?** The Illinois Coalition Against Domestic Violence (ICADV) is seeking a Chief Financial Officer (CFO). This position not only oversees the finances of the organization, it also provides resources and support to over 50 local domestic violence victims' service organizations throughout Illinois, helping them provide the highest quality, victim-centered services to survivors of domestic violence and their children while adhering to government grant guidelines and requirements. Your accounting expertise is a way to contribute to making communities safer and will have a statewide impact at ICADV. Come join our team!

We are currently seeking a Chief Financial Officer (CFO) who is responsible for:

- Managing organizational finances which are composed of many federal and state government grants, private foundation grants and contributions;
- Developing and ensuring adherence to complex agency, project, and government grant budgets, and maintaining related accurate segregated accounting records;
- Maintaining general ledger of the organization and preparing organizational financial statements;
- Preparing for and coordinating for the annual independent audit filings;
- Maintaining payroll for all employees;
- Completing and filing grants reporting;
- Ensuring execution of agency fiscal policies and complex federal and state government funding source requirements;
- Implementing generally accepted accounting principles;
- Monitoring subrecipient grant expenditures; and
- Completing other financial and organizational duties.

**Applicants must have some accounting experience or an accounting degree, CPA and/or not for profit accounting experience preferred but not required.** Exceptional organizational and time management skills are a must for a successful applicant. To apply, send resume with a cover letter to [conlon@ilcadv.org](mailto:conlon@ilcadv.org) or mail to 806 S. College, Springfield, IL 62704 Attn: Sarah. ICADV is an equal opportunity employer and strives to achieve diversity among its staff which represents the diversity of the programs and individuals which it serves. Successful applicants must be able to thrive in a fast paced, cooperative, nonsmoking, feminist environment. CFO is a full time, exempt position with generous benefits offered.

**Illinois Coalition Against Domestic Violence**  
**Job Description**

**Job Title: CHIEF FINANCIAL OFFICER**

**Classification: EXEMPT**

**Supervisor: EXECUTIVE DIRECTOR**

**Work Performed/Position Responsibilities:**

- Maintain bookkeeping and accounting records of the administrative office. Includes general ledger, vouchering, accounts payable, accounts receivable, check preparation, payroll, tax records including W-2s and 1099s, reports, disbursements, fiscal reports, match funds records in accordance with establishing bookkeeping principles and the rules and regulations of the appropriate funding source.
- Prepare monthly, quarterly and annual financial statement and trial balances.
- Staff the Finance Committee.
- Maintain payroll records, individual earnings records and travel vouchers.
- Maintain special project accounts.
- Manage grants accounting and reporting records.
- Maintain all related voucher control files, contract files, and other fiscal files.
- Prepare for, coordinate and file annual independent audit and annual state and federal tax reports.
- Prepare bank deposits and reconciliations.
- Process worker compensation claims.
- Ensure execution of organizational fiscal policies.
- Maintain employee benefits records.
- Ensure compliance with funder requirements on grant disbursements.
- Review subrecipient budgets and monitor subrecipient fiscal reporting for compliance and accuracy.
- Perform other duties as necessary or assigned by the Executive Director.

**Knowledge Requirements:**

- Knowledge of a mission based organization, association, or agency.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP), procedures and practices based in strong past experience or related education. Bachelor's degree in accounting and Certified Public Accountant (CPA) preferred, but not required.
- Application of the government grant guidelines, including but not limited to the following, will be required. Thorough understanding must be acquired either through prior experience or through on the job training:
  - Understanding of, or ability to acquire within two months of hire, the Department of Justice Office of Justice Programs Financial Grants Management Guide.
  - Understanding of, or ability to acquire within three months of hire, Uniform Guidance, 2 CFR Part 200 and applicable components to not for profit grant recipients.
  - Understanding of, or ability to acquire within four months of hire, Illinois' Grants Accountability and Transparency Act.
- Working knowledge of human resource standards.

**Skills Requirements:**

- Excellent oral and written communication skills which demonstrates a commitment to professionalism.
- Excellent organizational skills.
- High degree of initiative, follow through and attention to detail essential.
- Ability to understand and interpret complex rules and regulations.
- Ability to manage multiple projects simultaneously.
- Appropriate conflict resolution methods which lead to positive solutions.

- Comprehensive knowledge of Microsoft Excel spreadsheets and Intuit Quickbooks, or other comparable bookkeeping system.
- Basic understanding of word processing software and Adobe Acrobat software applications.

**Physical Requirements:**

- Occasional lifting of light boxes may be requested.
- Ability to drive oneself or secure reliable transportation to reach all areas of Illinois.

**Special Demands:**

- Willingness and ability to travel with occasional overnight stays.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Ability to work in fast-paced, non-smoking, feminist-centered environment.
- Ability to demonstrate commitment to the following guiding principles in service delivery to victims of domestic violence. These principles include:
  - Domestic violence is a crime of power and control. All persons are potential victims, but most often are women and children.
  - Domestic violence negatively impacts all who experience and/or witness it; therefore, domestic violence diminishes the quality of life in the community.
  - Domestic violence is abuse and unjustifiable.
  - Each person has responsibility for their own behavior. Victims do not cause the abuse.
  - Each person has the right to the information, support, and services necessary to become safe, self-reliant, and autonomous.
  - Children from violent homes are at risk. Violent behavior is a learned response and is often passed down from generation to generation.
- Ability to work cooperatively with a variety of people as well as independently with minimal supervision.

**Sources:**

- The Chief Financial Officer takes direction from, reports to, and is evaluated by the Chief Executive Officer/Executive Director.

**Accountability:**

- The Chief Financial Officer is responsible for the maintenance of all fiscal records for the organization.
- The Chief Financial Officer is responsible for the implementation of agency fiscal policies and government requirements of not for profits.
- The Chief Financial Officer, in conjunction with the Executive Director and Chief Operations Officer, is responsible for ensuring grant compliance for a budget totaling over \$20 million.
- The Chief Financial Officer is responsible for appropriate disbursement and management of annual budget of \$20 million using Generally Accepted Accounting Principles.

ICADV is an equal opportunity employer.

Create: August 2012

Revised: July 2014; January 2016; July 2017; November 2017