



GIRL SCOUTS OF CENTRAL AND WESTERN MASSACHUSETTS

JOB DESCRIPTION

TITLE: Chief Financial Officer

REPORTS TO: Chief Executive Officer

Classification/FLSA Status: Regular, Full-time, Exempt

LOCATION: Worcester (Holyoke) Leadership Center

POSITION SUMMARY: The Chief Financial Officer (CFO) serves as a member of the executive leadership team charged with managing and controlling all financial-related activities to improve and maintain the financial health of the organization. This position oversees the Finance and business risk operations to ensure these operate efficiently and effectively while supporting the Girl Scout Mission and complying with appropriate federal and state guidelines. The CFO supports the work of the Board of Directors by serving as the lead responsible for preparing reports and analysis to support effective governance and decision-making of the Finance Committee and Audit/Risk Management Committee.

Essential Duties & Responsibilities:

1. **Executive Support:** Supports the Chief Executive Officer (CEO) in leading the development of the Council's budget and operating plan; and ensures resource allocation and utilization reflects and facilitates the achievement of the strategic plan. Provides counsel to the CEO in the formulation of overall fiscal policies and plans regarding both short and long-term financial matters.
2. **Board Engagement:** Prepares reports and analysis to support effective governance and decision-making.
3. **Departmental Leadership:** Provides leadership and oversight of the Finance Department and Risk Management functions in alignment with the Movement to provide the premier girl leadership experience.
 - Manages day-to-day operations to ensure accurate and timely processing of financial transactions and financial reporting, and alignment with accounting standards.
 - Ensures employee health and welfare benefits are competitive.
 - Ensures collaboration across departments to support Product Sale programs in providing a positive experience for girls and volunteers participating in the program.
 - Ensures collaboration of Risk Management with the Board Audit/Risk Management committee and external auditors. Responsible for the identification and management of business risks and insurance requirements.
 - Optimizes use of technology to support organization functions and strategic plan.
4. **Relationship Manager:** Cultivates and manages the Councils banking, endowment and investment management financial relationships
5. **Day-to-Day Responsibilities:**
 - Manages all financial transactions, financial records, and financial policies and procedures to protect the sustainability of the organization and adherence to accepted accounting standards and principles.
 - Administers and monitors performance of operating plans and budgets by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
 - Prepares and issues financial statements and reports for the Board, CEO and Executive Team.
 - Ensures that all financial operations are carried out in compliance with GAAP, local, state, federal, and not-for-profit regulations, guidelines, and laws.
6. **Audit oversight.** Oversees financial and operational audits, i.e. 401k plan audits, employee benefit plans, accounting and payroll functions and prepares regulatory filings, i.e. IRS Form 990s and 5500.
7. **Process improvement.** Identifies opportunities for improved efficiencies, and supervises the implementation of improvements to internal controls and operating procedures.
8. **Role Model.** Promotes and demonstrates cultural competence by role modeling behaviors of trust, respect and inclusivity to effectively communicate and work with stakeholders from diverse backgrounds in an environment in which all people with unique perspectives and experiences can succeed.



9. Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
10. Performs other duties as necessary or assigned.

Required Skills/Abilities:

1. Excellent verbal and written communication skills.
2. Strength in strategic planning, problem solving and project management with an attention to detail.
3. Ability to leverage critical thinking skills, especially around data, to make impactful business decisions
4. Ability to work a flexible schedule including occasional evenings and weekends.
5. Travel throughout council jurisdiction up to 20% of the time.
6. Capability to provide own transportation and maintain valid operator license.

Education and Experience:

1. Bachelors or higher or equivalent experience with 10 years of directly related work experience, and at least 5 years of leadership experience. Advanced degree preferred.
2. Demonstrated ability to foster cross-functional collaboration, inclusion, and integration for organizational success.
3. Proven record of managing others through strategic execution and goal achievement including at the C-Level.
4. Experience in fund accounting or nonprofit accounting preferred.
5. Experience managing operating budgets of at least \$5 million.
6. CPA or MBA preferred.
7. Executive team and Board experience preferred.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

1. Prolonged periods sitting at a desk and working on a computer.
2. Operate office equipment manually.
3. Must be able to lift and/or move up to 25 pounds at times.

Core Competencies:

- Financial Acumen
- Business First Mindset
- Leadership and Stewardship
- Critical Thinker
- Digital, Virtual and Technical Proficiency
- Relational Intelligence
- Learning and Innovation
- Communicator
- Customer Centric
- Social Justice and Inclusion (DEI)

*Registration as a member of Girl Scouts of Central and Western Massachusetts.