



CHIEF FINANCIAL OFFICER

COMPANY OVERVIEW

Feeding Tampa Bay is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

SUMMARY

The Chief Financial Officer leads the Finance Department administering all financial and accounting policies and procedures, and related systems for the financial health of the organization. This position is responsible for management of the general ledger, reporting financial performance, year-end audit preparation, and other financial analysis. This position reports directly to the Executive Director and provides the leadership team with financial data necessary for financial and budgetary decisions. The CFO plans, directs and/or completes activities related to accounting, fiscal reporting, accounts receivable, accounts payable and cash management. The Chief Financial Officer is part of the Senior Leadership Team, Finance and Audit Committee, and attends Board Meetings.

JOB OVERVIEW

Email: kwhetsell@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, implements, and manages a financial reporting system that maintains internal controls including accounts payable, accounts receivable, general ledger, financial statement preparation and reporting, tax return preparation and monitoring of capital assets and inventory.
- Develops budgets and forecasts for all entities including assets, liabilities, revenue and expenses.
- Responsible for monitoring and management of cash flow, grants and other restricted income, investments, reserve funds, fixed asset tracking and depreciation of capital assets.
- Responsible for efficient and cost-effective administration and management of organization resources.
- Coordinates with the Leadership Team to develop the annual operating budget for approval by the Executive Director, Finance and Audit Committee and Board of Directors.
- Educates senior staff and their managers on financials issues impacting their budgets.
- Develop and manage relationships with the auditors, banking and financial institutions, the members of the Finance and Audit Committee, the Board of Directors.
- Conduct cost and trend analysis to identify cost saving opportunities. Collaborates on special projects as requested by Executive Director.
- Prepares, provides and ensures the accuracy, integrity, credibility and timeliness of financial reports for management and Board of Directors.
- Responsible for the year-end financial audit report, A-133, and annual IRS Form 990 filings.
- Ensure financial compliance and reporting with all appropriate governmental units, agencies, grantors and other revenue based contracts.
- Manage the financial staff relating to all accounting functions, financial planning, operating budgets, grant expenditures, and database entry with timely and accurate input.
- Ensure Feeding America National Office financial compliance and reporting requirements are met.

- Ensure an accurate and timely month-end close, including recording payrolls, inventories, receivables, payables, adjusting journal entries and fixed assets.
- Reconciles bank statements and makes adjustments necessary to ensure accurate, current data for the general ledger.
- Performs fixed asset accounting, including tracking and recording capital additions and disposals, calculates depreciation expense, accurately adjusts the general ledger to reflect proper balances of fixed assets.
- Reconciles Donor database records to accounting and financial system.
- Serves as “super user” to Ceres computer system for accounting issues.
- Ensure all accounting practices and principles are applied in financial processing and reporting.
- Ensure all policies and procedures are appropriately documented in the accounting policy manual.
- Ensure documentation and records are up-to-date for audit purposes.
- Manage the general ledger structure, develop a process to track cost by program in the general ledger using Ceres and Jet Reports.
- Oversee internal controls and recommend improvements to strengthen controls.
- Manage grant awards which include government, federal, local, state and corporations. Ensure guidelines are followed relative to releasing of restricted funds and donor intent.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE

- BA/BS in Business with an Accounting, Finance or Economics emphasis, CPA preferred.
- 7 to 10 year of accounting/finance experience, non-profit experience preferred.
- Knowledge of GAAP.
- Ability to analyze financial data, develop reports and make decisions based on data and GAAP.
- Strong computer skills including Excel, Word, and data base management and finance software programs.
- Ability to meet deadlines, organize, prioritize and plan work activities using time efficiently.
- Ability to work with detail in an accurate manner while adhering to deadlines in a high-energy, fast-paced environment.
- Ability to deal with information in a confidential manner while exercising good judgement and discretion.
- Ability to work with a variety of people including the public, staff, volunteers and other professionals.
- Strong communication and interpersonal skills.
- Commitment to understanding and supporting FATB’s mission.
- May be required to work some weekends and/or adjust work schedule to meet deadlines.
- Work closely with management to keep projects and tasks moving forward.

Interested applicants: Send resume and contact information to: Kwhetsell@feedingtampabay.org