**Chief Financial Officer**

**About the Company:**

*[Introduce your company]*

**Job Summary:**

We are seeking a **Chief Financial Officer** that will assume a strategic role in the overall management of the firm. The CFO will be responsible for the day-to-day planning, implementing, managing and controlling of all the firm’s financial-related activities. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, deal analysis and negotiations, investor relationships and partnership compliance.

**Roles and Responsibilities:**

* Establish core financial processes and reporting requirements to build a strong foundation that will support the firm as it grows.
* Provide leadership, direction and management of the finance/accounting team.
* Participate in pivotal decisions as they relate to strategic initiatives and operational models.
* Manage cash flow planning process and ensure funds availability.
* Oversee the company’s fiscal activity, including budgeting, reporting, and auditing.
* Perform risk management by analyzing the organization’s assets, liabilities and investments.
* Explore new investment opportunities and provide recommendations on potential returns and risks.
* Identify, develop and execute analysis of business initiatives, product launches and/or new service offerings.
* Identify, acquire and implement systems and software to provide critical financial and operational information.
* Evaluate departments and make suggestions for automating processes and increasing working efficiency.
* Assure legal and regulatory documents are filed and monitor compliance with laws and regulations.
* Serve as a key point of contact for external auditors. Manage preparation and support of all external audits.
* Ensure timeliness and accuracy of financial and management reporting data for funders, investors and the firm’s board of directors.
* Select and engage consultants, auditors and investors.

**Qualifications:**

* Bachelor’s degree in Accounting, Business Accounting, or Finance.
* MBA or PhD required.
* 5+ years experience in executive leadership positions.
* Outstanding communication and presentation skills.
* Demonstrated leadership ability, confidence and executive presence – ability to motivate staff.
* Understanding of advanced accounting, regulatory issues, and tax planning
* Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.