



Empower Everyone. Ignore No One.

CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER

GO2 Foundation for Lung Cancer is seeking a collaborative leader with experience in finance/accounting, budgeting, human resources, business operations and information technology. This person will work with an incredible leadership and staff team to advance the work of GO2 Foundation for Lung Cancer. Our ideal candidate would have a background in non-profit accounting and human resources, excellent communication skills and experience working in a dynamic, growing organization. This position may be fully remote.

TO APPLY:

Use this URL to apply through Indeed's website:

https://www.indeed.com/viewjob?t=chief+financial+administrative+officer&jk=d60f1b1d66972fa7&_ga=2.73464662.551211050.1646939197-1939364752.1641404782&_gac=1.183093522.1646661018.EAlalQobChMI-5nfopK09qIVl4CGCh0-2wHKEAAYASAAEgKFc_D_BwE

******Please include a COVER LETTER WITH SALARY REQUIREMENTS, along with your resume. ******

POSITION SUMMARY

The Chief Financial & Administrative Officer (CFAO) is responsible for ensuring appropriate stewardship of the organization's finances, as well as overseeing administrative functions. This encompasses short and long-term budget planning and cost management in alignment with the organization's strategic plan, executive management of human resources, business and office operations and information technology. The CFAO is a member of the Leadership Team and manages staff with the responsibility of the above functional areas.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with a disability or disabilities to perform the essential functions.

Finance and Accounting

- Ensures that all financial functions, controls and reporting are accurate, compliant and provides the information and analysis needed for governance and senior management to make timely and effective strategic, planning and operational decisions.

- Develop and implement financial plans for short- and long-term investments, forecasting and budgeting.
- Routinely assess the organization's financial performance against both the annual budget and long-term strategy.
- Work with the Leadership Team on the annual strategic planning process to establish the annual budget, as well as help monitor overall organizational performance.
- Track, manage and provide quarterly reports on revenue and expenses, including specific grants/projects/pilots to ensure compliance, etc.
- Ensure timeliness, accuracy and usefulness of financial and management reporting; prepares and communicates quarterly and annual financial statements to the organization's leadership, including the Board of Directors and Treasurer.
- Select and engage outside consultants as needed in conjunction with the Treasurer/Audit Chair (auditors, investment advisors, legal).
- Ensure adequate controls for risk prevention, ensuring compliance with all legal and regulatory requirements; maintains appropriate insurance coverage.
- Oversee grants reporting and compliance.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Oversee cash management; approve all payables.
- Oversee accounts receivable management.
- Ensure timely and clean audits and proper filing of tax reports and materials.

Human Resources / Operations / Information Technology

- Oversee Human Resources functions, including:
- Oversee office operations and IT functions.
- Reviews business contracts for appropriate phrasing and specification coverage, makes modifications and confers with legal counsel when necessary.
- Manage real estate activity, works with tenant real estate agent to negotiate new leases or lease renewals.
- Oversee the design and ongoing maintenance of all internal systems.
- Ensure that strategic and tactical goals, policies, and procedures for IT are established, appropriately communicated and adhered to.

Board Support

- Work with the President & CEO to prepare Board agendas, notices and meeting minutes.
- Support work of the Audit Committee and the Treasurer.
- Coordinate and attend Board meetings, accommodations, events and related activities.
- Maintain corporate files and bylaws.

SUPERVISORY RESPONSIBILITIES

Directly and indirectly supervises Human Resources and Finance staff, as well as external IT services and support provider.

COMPETENCIES

- Experience in a senior financial management role working with leadership, staff and boards, to develop and implement comprehensive and effective financial management strategies.
- Technical competency and strong familiarity with business-related applications and platforms. Extensive knowledge of nonprofit accounting, fund and grant accounting, compliance and reporting.
- Computer proficiency, familiarity with Microsoft Word, Excel, PowerPoint, Teams; databases and QuickBooks.
- Demonstrate sound judgment and decision-making ability, analytical and critical thinking, with attention to detail. Exhibit flexibility and sensitivity in managing staff and handling confidential information.
- Proven organizational, time management and prioritization skills and coaching abilities.
- Exceptional verbal and written communication skills.
- Experience with budget creation and management.
- Ability to work effectively independently, as well as managing teams and working with diverse groups and individuals.
- Exhibit exceptional leadership qualities, including coaching and mentoring, staff development, relationship building, and developing culture of inclusion and belonging.

REQUIRED EDUCATION / EXPERIENCE

- Bachelor's degree in finance, business or other appropriately related field. CPA and/or MBA is preferred.
- Minimum of ten years' experience in a senior financial leadership role such as controller or CFO, preferably in a non-profit environment.
- Administrative and business operations management experience required.

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

This job will be performed in an office environment (GO2 office or remote/home office), primarily sitting at a desk and using a computer and phone. In order to perform the essential functions of the job, the employee must be able to operate a computer and other office equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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TRAVEL REQUIREMENTS

This position will require occasional travel to GO2 office locations, conferences, events, when travel is deemed safe.

EEO STATEMENT

GO2 Foundation for Lung Cancer embraces diversity and belonging, provides equal employment opportunities and consideration to all employees and applicants for employment, and prohibits discrimination and harassment of any type 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.

GO2 Foundation provides exceptional benefits, including:

- ◆ Market-competitive compensation
- ◆ Health plan choices including PPOs & HSAs, fully paid for individuals
- ◆ Dental and vision plans, fully paid for individuals
- ◆ Fully paid Life Insurance plus AD&D
- ◆ Fully paid Short Term and Long Term Disability coverage
- ◆ 403b retirement plan with 5% employer discretionary contribution, fully vested immediately
- ◆ EAP – Employee Assistance Plan
- ◆ Generous Parental Leave Policy
- ◆ Generous vacation and sick leave
- ◆ Over 20 paid holiday days per year!
- ◆ Flexible work schedules
- ◆ Fully remote work with laptop and equipment provided, as well as monthly stipend for cell phone and Internet