



5535 Albemarle Rd, Charlotte, NC 28212
Telephone: (704) 376-1600 ♦ Fax: (704)

POSITION NOTICE

Full Time

Chief Financial Officer

Position Summary:

Reporting to the CEO, the Chief Financial Officer (CFO) is responsible for the organization's financial health and activities by implementing policies and procedures to ensure the proper accounting and strategic use of a CCLA's funds. The CFO directs and oversees the financial activities of CCLA, directs the preparation of current financial reports and summaries, and creates forecasts predicting future growth. The CFO also oversees the Finance/Accounting/Operations staff, budget preparation, and audit functions. As a member of the CEO's Cabinet, the CFO works together with other senior leadership Cabinet members to provide strategic leadership and operational management for Charlotte Center for Legal Advocacy.

Responsibilities:

- Develops financial well-being of CCLA by providing financial projections and accounting services, preparing growth plans, and directing staff
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction
- Directs accounting policies, procedures, and internal controls. Recommends improvements to ensure the integrity of a company's financial information
- Directs the preparation of all financial statements, including income statements, balance sheets, tax returns, and government agency reports
- Compares revenue projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.
- Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances
- Assures legal and regulatory documents are filed and monitors compliance with laws and regulations

- Reviews planning process and suggests improvements to current methods.
- Ensures cash flow is appropriate for the organization's operations
- Recruits, hires, trains, develops, and mentors accounting, finance, and operations staff
- Oversees management of vendor, facilities, and insurance relationships

Qualifications:

- Bachelor's degree or a combination of education and related experience
- Minimum of seven years of experience in accounting and financial management practices, preferably with a non-profit
- Strong financial and accounting background, including an understanding of profit and loss, balance sheet and cash flow management, and general finance and budgeting
- Proficiency with accounting software, work processing, and spreadsheets
- Solid GAAP and financial reporting technical skills
- Proven record of successful financial planning and strategy
- Experience in a senior management position with supervisory responsibility
- Excellent verbal and written communication skills
- Passion for social justice and the mission and vision of Charlotte Center for Legal Advocacy

Compensation

This position is a full-time, salary, exempt position. The annual salary range begins at \$110,000 and may vary depending upon experience and skills. Charlotte Center for Legal Advocacy offers a generous leave and benefits package.

To Apply

Qualified applicants should send a resume and cover letter to careers@charlottelegaladvocacy.org Please note the position for which you are applying in the subject line.

Charlotte Center for Legal Advocacy provides equal employment opportunities 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.