



Chief Financial

Officer

Classification: Full-Time, Exempt

Job Title: Chief Financial Officer (CFO)

Reports to: President and CEO

Supervisory Responsibilities: Operations Manager and additional administrative staff or contractors as needed.

Travel Requirements: Periodic travel for training or business

Work Modality: On-site, in person

Job Purpose:

The Chief Financial Officer will direct and oversee the financial activities of KLC, ensuring it remains in strong financial standing. The main duties will include the preparation of current financial reports and summaries, and implementation of company financial policies and operations. This will also include coordination and/or oversight of budget preparation, audits, making recommendations as needed and creating forecasts predicting future growth of the organization.

Key Responsibilities

Finance and Operational Management

- Provide strategic oversight of financial management, including annual budget development, cash flow monitoring, banking relationships, and investment management.
- Collaborate with contracted accounting partners to ensure accurate financial reporting, sound budgeting practices, and fiscal compliance.
- Direct management and monitoring of the organizational budget and related financial reporting processes.
- Approve outgoing payments and oversee the maintenance of organizational insurance policies and contracts.
- Reviews planning processes and suggest improvements to current methods.
- Works with the CEO, other executives and board members to establish priorities and coordinate planning.
- Studies long range economic trends and projects their impact on future growth.
- Identifies opportunities for new expansion and collaborates with business partners.

Organizational Leadership and Management

- Serve as a member of the Support Team, collaborating on organizational vision, strategic priorities, and cross-functional alignment.
- Lead development and refinement of financial systems that ensure sustainability, efficiency, and a culture of continuous improvement.
- Oversee compliance and risk management policies, ensuring legal and regulatory adherence to GAAP requirements.

Qualifications

- Master's degree in business administration, finance, or accounting required.
- Certified Public Accountant designation preferred.
- At least eight to ten years of experience in financial management, preferably some of that time in a non-profit organization.
- Proven experience with budgeting, financial modeling and forecasting.

Physical Requirements

- Prolonged periods sitting at a desk and working at a computer.
- Must be able to lift up to 15 pounds at times.

Applicants please email your resume and cover letter to careers@kansasleadershipcenter.org.

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