



JOB DESCRIPTION

Chief Financial Officer (Exempt)

Reports To: President/CEO

Salary Range: Level 48
\$140,294 - - \$189,396 - - \$238,499

Job Summary:

This position oversees all financial, budgetary, and purchasing functions of the Children's Services Council of Broward County (CSC), including budgeting, accounting, financial reporting, fund accounting, investments, procurements, and related fiscal activities, to ensure organizational goals are met. This position must demonstrate strong leadership skills and experience as senior management in a governmental environment. The CFO assists the President/CEO in the design, implementation, continuous quality review, and revision of fiscal procedures to ensure adequate internal controls are in place and the organization's financial operations are efficient, compliant, and effective.

Duties and Responsibilities:

Work with the President/CEO and department heads to develop financial strategies, annual budget plans, and fiscal procedures that strengthen the quality, efficiency, and effectiveness of the agency's financial operations.

Supervise staff and provide executive oversight and management of the annual budget, finance, accounting, investment strategy and portfolio, TRIM process, budget and fiscal reporting, procurements and related fiscal functions, while ensuring the systems, controls, and procedures necessary to maximize financial accountability, stewardship, and operational efficiency.

Oversee the maintenance of the general accounting activities (general ledger, production of financial reports, independent audit and compliance reporting, etc.) to ensure a successful audit.

Recommend and implement financial policies, procedures, and continuous quality improvement revisions. Work with agency leadership to ensure the organization's financial policies, budget requirements, and fiscal controls are consistently adhered to, including by provider agencies.

Exercise sound professional judgment in interpreting and applying fiscal policies, procedures, and requirements in situations that require discretion, balancing accountability, compliance, and internal controls with practical, provider-centered problem-solving that supports agencies in effectively serving children and families.

Lead and involve staff in processes that strategically evaluate and analyze customer needs, including, but not limited to, environmental scanning and continuous assessment of quality and customer service value. Collaborate cross-departmentally with other agency departments to translate fiscal operations, budget requirements, and financial guidelines into clear, practical guidance that supports shared understanding, informed decision-making, and effective implementation.

Work to maximize CSC's opportunities for acquiring operating revenues from sources other than ad valorem taxes.

Analyze financial operations and identify areas for process enhancement. Promote efficient, transparent, and effective fiscal operations through standardization, improvement, simplification, and the installation or upgrade of financial systems and procedures.

Ensure compliance with all County, State, and Federal financial, budgetary, audit, and reporting requirements. Follow federal and state laws and implement financial programs, policies, and procedures in accordance with the organization's fiscal priorities.

Conduct oneself in the best interest of the Council's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Master's degree in Business, Finance, Accounting, Public Administration or related field AND ten (10) years of progressive, relevant experience in a supervisory/management position in governmental/public finance administration, budgeting, accounting, or public administration. Certified Public Accountant (CPA) license and/or Certified Government Finance Officer (CGFO) strongly preferred.

Demonstrated leadership skills in collaborative environments, with the ability to guide financial planning and fiscal decision-making.

Knowledge in governmental accounting, auditing and financial practices and procedures.

Knowledge in budgeting and financial reporting.

Strong interpersonal and written communication skills, including the ability to present financial information clearly and effectively.

Ability to manage budget development, financial reporting, fund accounting, internal controls, investments, procurements, and other fiscal procedures.

Knowledge of current financial systems, computing technologies, and software applications appropriate to the position's job responsibilities.

Considerable ability to establish and maintain effective working relationships with varying levels of staff, Council members and external customers and partners.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.