



Job Description: CFO

Reports to: Chief Executive Director

Location: San Diego, CA

The Organization

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Since 1994, more than \$134 million has been raised and over 35,000 funding requests from challenged athletes in all 50 states and dozens of countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with regional offices in New York City, San Francisco and Boise, Idaho. This is a full-time, exempt position based out of the San Diego office.

Position Summary

The CFO is a key member of Challenged Athlete's leadership team and will play an instrumental role in the organization's fiduciary strategy. The CFO will oversee the financial and accounting functions for the organization, including the development of fiscal policies; the preparation of annual budgets and financial reports; analysis on the financial position of the organization; the tracking of financial activities and transactions; and the coordination and compilation of the annual audit and other financial reports. Reporting to the Chief Executive Officer (CEO), the CFO will define the process and implement the infrastructure/systems needed to support the organization's mission and will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, insurance, human resources (HR), and physical infrastructure.

Responsibilities

Financial Management

- *Oversee all financial operations and financial planning and structure
- *Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program and grants accounting.
- *Coordinate, analyze and report the financial performance to Management, the Finance Committee, and the Board of Directors (financial performance, projections and other special projects as required)
- *Prepare short and long-term financial forecasts of financial performance for use with internal management and external parties
- *Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- *Coordinate and lead the annual audit process, liaise with external auditors and the audit committee of the Board of Directors; assess any changes necessary.
- *Develop, implement and maintain accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting, employee relations and other corporate policies
- *Ensuring oversight and accountability for the organization's financial management, planning and annual budgets, approximately \$15 million per year.
- *Responsible for regulatory compliance and knowledge of all federal and state regulations.
- *Responsible for all financial activities and accounting functions, including general ledger input and maintenance, funds received, the tracking of restricted and unrestricted donations, accounts payable/receivable, purchasing, payroll, bank transfers and reconciliations, audit and tax reports
- *Full ownership of financial analysis and reporting, with both operational and executive views including cash flow, income statement, balance sheet, variance from budget and other relevant reporting such as by specific program (operation)
- *Maintaining appropriate internal accounting controls and ensuring strong internal audit oversight

- *Establishing and communicating fiscal policies and procedures
- *Coordinating the organization's work with independent auditors, banking representatives, legal counsel, insurance agents and donors, as appropriate
- *Reviewing the annual insurance policy renewals for appropriate levels of coverage for the organization
- *Responsible for all treasury functions to ensure excess cash is invested to maximize return while ensuring principal balances are not at risk of loss of value.

Qualifications

Professional Characteristics

- *Bachelor's degree required with preference for degree in business, accounting, finance or economics; CPA or MBA a plus
- *10 years + experience in finance, with at least 5 years as senior finance executive in a for-profit or non-profit organization (both a plus)
- *Knowledgeable of GAAP financial statement preparation, budgeting, cash flow forecasting and management, audit process, insurance, tax reporting, payroll, and HR benefits
- *Strong experience with a variety of accounting systems and ideally the ability to adapt those systems to the organization's needs
- *Ability to work in a demanding, fast-paced environment managing several projects simultaneously.
- *A hard-working financial executive who is willing to "roll-up-the-sleeves" and become deeply involved in the details to accomplish the organization's objectives.
- *An individual who possesses the ability to provide the strategic financial direction for the organization, and at the same time, provide the tactical management and detail-intensive oversight of day-to-day financial operations.

Personal Characteristics

- *Highly structured and organized with excellent personal and team management skills
- *Demonstrated ability to think strategically and work proactively in the creation and management of financial solutions resulting in organizational growth and success.
- *Problem solver; creative; good listener with a win-win attitude
- *Intelligent and analytically rigorous, with the presentation skills and stature to represent the organization internally and externally.
- *Unquestioned integrity and moral character; an individual who can be trusted without reservation to represent the values of the organization.
- *Effective communicator; dynamic, articulate and persuasive, with well-honed relationship-building skills.
- *Must be able to secure and maintain the confidence and trust of the Board Chairman and Finance Committee and be in alignment with key organizational priorities and philosophies.

Compensation:

All applicants are required to provide their 1. salary requirements when submitting a 2. cover letter and 3. resume to HR@challengedathletes.org.

CAF offers a competitive compensation package, commensurate with experience. Offer of employment is contingent upon successful background check.

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.