



## Chief Financial Officer

**Reports To:** Chief Executive Officer  
**FLSA Status:** Exempt  
**Department:** Management

### **JOB RESPONSIBILITIES:**

The CFO provides financial leadership for GLE, to grow value in a responsible, profitable and sustainable manner. With the CEO, the CFO sets the “style” for the management of GLE and seeks to foster ethical and responsible decision making processes, appropriate management methodologies and world-class corporate governance practices.

The CFO supervises the finance unit and is the chief financial spokesperson for the organization. The CFO provides leadership for all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The CFO is also responsible for establishing good working relationships with banks as well as other financial institutions that may impact on the company's ability to finance its operations

### **ESSENTIAL JOB FUNCTIONS**

- Work directly with the CEO on the strategic vision including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts.
- Participate in developing new business, specifically: assist the CEO in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
- Oversee all fiscal and fiduciary responsibilities for the organization, in conjunction with the relevant committees of the Board of Directors.
- Provide the CEO with an operating budget. Work with the CEO and the Senior Management Team to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: a) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, b) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and c) monitoring compliance.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: Appropriate monthly financial operating and variance reports, organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Assess and implement steps to mitigate all forms of financial risk as well as the Company’s insurance programs
- Supervise all purchasing and accounting and finance responsibilities for the Company and its affiliates

- Prepare, with the support of the Company's outside accountants, the Company's annual federal and state income tax returns and handle all related tax matters
- Prepare cost-benefit analyses for new initiatives; enhance profitability by negotiating investments that have the potential to yield favorable long-term returns and thereby increase shareholder value
- Submit all monthly financial reports as required by the CEO, Board of Directors, and Lenders.
- Ensure that the Company's internal financial controls and procedures are effective.
- Ensure adequate cash flow to meet the organization's needs.
- Provide analytical and advisory support as appropriate
- Complete any and all tasks assigned by CEO

## **EXPECTATIONS**

- Actively promote GLE's Vision, Mission, Values and Guiding Principles with team members, outside vendors, and customers.
- Maintain confidentiality of all sensitive information.
- Manage the relationship between the Company and its Lender(s)
- Foster and cultivate business opportunities and partnerships.
- Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, local community advocates, participants, and employers.
- Attend Board and Subcommittee meetings; including being the lead staff on the Audit/Finance Committee.
- Maintain a high level of customer service and friendly atmosphere.
- Focus on continuous improvement in all aspects of the job.
- Promote GLE in the community.
- Promote and maintain an environment of cooperation and collaboration with other departments
- Other duties as assigned.

## **KNOWLEDGE AND SKILLS:**

This position requires strong managerial abilities and desire to work under the pressure of deadlines and manage multiple priorities and maintain attention to detail. The CFO must be proficient in understanding of the commodity based industrial processing and market dynamics. Must maintain strong financial controls and budget discipline, as well as safeguard the Company's financial interests and maintain the confidence of the CEO and Board through timely, accurate and thorough reporting of financial information.

## **Experience:**

- The CFO will be a seasoned and mature leader with at least 10 years of broad finance experience, preferably in a CFO role.
- Prior experience managing the finance function (accounting, budgeting, control, and reporting) within a diverse, division-based entity is a minimum requirement.  
The successful candidate must have a proven track record of introducing change and creating profits in diversified business environments.
- Five to seven years of financial experience and management experience with the day-to-day financial operations of an organization of at least 10 staff persons.
- Must have up to date knowledge of current financial and accounting computer applications.

**Education:**

- Completion of a bachelor's degree at an accredited college or university or equivalent work experience.
- Completion of a master's degree at an accredited college or university preferred.
- Certified Public Accountant (CPA) preferred.

**Interpersonal:**

- Must be able to build, maintain and contribute to a team environment.
- Is willing to lead by example and demonstrate servant-leadership.
- Is willing to resolve problems in a respectful manner.
- Individual desires to promote the collective interests of the team more than self-interest.

**Skills:**

- Has technical expertise in functional area.
- Good people management skills and overall business managerial skills.
- Excellent interpersonal communication skills, organizational skills, and attention to details required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

This position operates mainly in an office environment. In the office, the team member will work on a personal computer. In the plant environment, team member will be required to adhere to all Safety requirements and may be exposed to noise, heat, and other elements both inside and outside. This position is largely self-directed and requires understanding of accounting and company policies, procedures, and values.

- Occasionally lifting weights of forty (40) pounds or less.
- Working on a PC while sitting for approximately 90% of the time.