

Humane Society of Southern Arizona

Chief Financial Officer (CFO)

The **Humane Society of Southern Arizona** announces a search for a Chief Financial Officer (CFO). With new leadership in place, we seek a CFO who has experience working in the nonprofit sector, is entrepreneurial in spirit, approaches their position as a servant leader, and holds the strong fiscal leadership experience that will support our strategic goals to grow and our mission to compassionately serve pets and the people who love them. The CFO leads all financial, accounting, and human resource functions for the \$8 Million USD organization based in Tucson, Arizona. The CFO is an important member of the executive leadership team and reports to the CEO.

Essential Duties and Responsibilities

Financial Management, Risk Management and Compliance

- Works with the CEO to anticipate and solve future financial challenges and carry out agreed upon strategies.
- Supervises the day-to-day planning, implementation, administration and controlling of all tasks related to the financial management of the Humane Society of Southern Arizona, including accounting, finance, payroll, forecasting, auditing, federal and state reporting, strategic planning, and contracts.
- Leads and oversees fiscal year operating budget preparation with senior management team; develops a reliable process for cash flow projection and reporting mechanisms that identify minimum cash requirements for operating needs.
- Creates and analyzes project pro formas as needed.
- Maintains the organization's insurance protections.
- Ensures the timely preparation of annual financial statements in accordance with U. S. GAAP, FASB, and federal, state, and other requirements; prepares tax return information and documents for tax advisors.
- Oversees internal audits, maintains relations with external auditors, investigates their findings and recommendations, resolves all audit concerns and all 501(c)(3) issues, ensures that compliance demands are met.
- Maintains a system of internal controls that safeguard the financial assets of the organization, measures, and analyses results, proactively addresses activities that fail to achieve desired goals and exceed given budgetary and time limitations.
- Supervises human resource operations including benefits review, oversees benefits negotiations, payroll services, and safety regulations; administers employee benefit plans, including Worker's Compensation and health

insurance as well as retirement and savings plans in accordance with applicable regulations.

- Prepares all relevant government reporting documentation as required, including, but not limited to, worker's compensation wage reports.

Communication

- Effectively communicates a picture of the financial health of the organization to the CEO, the Board of Directors, and other stakeholders.
- Oversees and/or compiles comprehensive reports that provide an accurate assessment of the organization's financial situation.
- Works with the CEO and communications team to create an annual report for Humane Society of Arizona stakeholders and donors.

Relationships

- Partners with the CEO along with Finance Committee and investment consultants to implement an investment strategy that maximizes return on profits in accordance with the organization's needs, investment goals and risk profile.
- Attends meetings of the Board of Directors, committees, and outside partners, at the assignment or request of the CEO.
- Engages in professional networks and is involved in professional organizations.

Leadership and Supervisory Responsibilities:

- Provides engaged and motivational leadership which encourages a culture of high performance and continuous improvement, while building and maintaining an effective team environment.
- Supervises Human Resource and Finance Directors, and other hires/volunteers as assigned.

Education:

- Bachelor's Degree in finance, accounting, business administration or another relevant field.
- CPA and/or master's degree/MBA preferred.

Qualifications:

- Commitment to our organizational mission.
- A minimum of 10 years progressive financial management experience (at least 3 as a CFO).
- A minimum of 5 years of experience working in the nonprofit sector.
- Extensive knowledge of accounting principles, practices, and investment strategies.

- At least 5 years in a supervisory role in accounting, finance, and human resources.
- Entrepreneurial expertise with a deep understanding of the organizational culture of nonprofits and their funding sources.
- Demonstrated excellence in collaborative financial planning, reporting, budget preparation, fiscal monitoring.
- Experience with mergers, and acquisitions.
- Ability to manage and motivate people, foster, and cultivate business opportunities and partnerships.
- Detail oriented with excellent analytical, problem solving, verbal and written communication skills.
- Ability to communicate effectively with a variety of internal and external audiences.
- Ability to manage multiple complex projects simultaneously.
- Awareness of relevant financial regulations and guidelines, willingness to participate in opportunities for further education.
- Knowledge of and experience with contemporary, cloud-based accounting systems; Intuit QuickBooks preferred.
- Valid Arizona driver's license and a safe driving record.

The salary range is \$90,000 - \$110,000 annually.

APPLY HERE:

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Equal Opportunity Employment

It is the policy of the Humane Society of Southern Arizona, Inc. (HSSA) to provide all persons with equal employment opportunities regardless of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, gender identity, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, genetic information, or any other factor protected by law.