

MMHA/MCCAC
An Equal Opportunity Employer
POSITION DESCRIPTION

Name of Incumbent:	Position Title: Chief Financial Officer
Office/Division: Administrative	Reports To: Executive Director
FLSA Status: Exempt	Employment Status: Full-time
Job Description Last Reviewed: 12/4/2025	Job Description Revised: 12/4/2025

Pay range \$34.18 -45.45

JOB RESPONSIBILITIES:

In addition to the following, performs other related duties as required.

Supervises assigned employees; coordinates and maintains agency fiscal, personnel, and procurement records. Assists Executive Director in developing and carrying out agency objectives.

QUALIFICATIONS:

Any combination of training and work experience that indicate possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of four-year degree in finance/business and CPA Certification, secondary education (high school or GED), plus two (2) years of public accounting experience, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None. Accounting degree preferred.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Chief financial officer for the organization. Ensures agency fiscal records are maintained in audit readiness and that fiscal regulations and guidelines are implemented and followed; ensures internal controls are in place and utilized.
2. Performs accounting/bookkeeping functions in order to ensure the efficient operation of the agency (e.g., prepares and issues checks; prepares monthly, quarterly, and year-end reports; prepares agency payroll and tax records; maintains bank records; posts data to general ledger; deposits checks and money into proper accounts; etc.).
3. Supervises assigned employees; interviews job applicants and makes hiring recommendations; assigns work, evaluates employee job performance, and makes recommendations regarding commendation and/or discipline; receives and responds to employee questions, complaints, or concerns; approves or denies leave requests; assists with the development and implementation of policies and procedures.
4. Prepares payroll for payroll service and compares employee time sheets with payroll records to ensure accuracy; performs payroll program allocation and analyses; tracks employee leave usage (e.g., sick time, vacation time, etc.)
5. Assists in directing the development, implementation, and administration of agency budgets and programs.
6. Oversees the performance of miscellaneous clerical duties or performs those duties in order to facilitate office operations (e.g., logs, schedules and related reports; sorts and distributes mail; makes copies; files and retrieves documents; etc.).

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7. In coordination with relevant staff; oversees all inventory of agency property and assets. Maintains appropriate controls in ordering and procurement systems per regulations. Updates regularly all policies, procedures, standard operating procedures to OMB, Auditor of State, HUD, HHS and other relevant standards as pertains to any funding source relevant to the agencies.
8. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Fills in for other office personnel during absences of such individuals.
2. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the MMHA/MCCAC.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: agency policies and procedures;* generally accepted accounting principles (GAAP); finance; payroll practices and procedures; records management; supervisory principles and practices, relevant OMB guidance and Auditor of State guidance.

Skill in: computer operation; use of modern office equipment.

Ability to: deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; prepare accurate documentation; communicate effectively.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Executive Director

Date

Employee Signature

Date