

Chief Financial Officer (CFO)

Replace every [highlighted field] and delete any line that does not fit your company. Guidance on each section: alphaapexgroup.com/blog.

Job Title and Role Summary

- **Job title:** Chief Financial Officer (CFO)
- **Location:** [City, State / Hybrid / Remote]

[Company name] is hiring a Chief Financial Officer to lead finance, accounting and capital strategy as we [next financial event: raise our Series C / prepare for a 2028 exit / complete our first external audit]. The CFO will own financial planning, reporting, treasury and risk for a [\$ revenue] business with [number] employees. This is a hands-on executive role reporting to the CEO, with a standing seat at board meetings.

About the Company

[Two to three sentences: what the company does, its ownership (founder-led, venture-backed, PE-backed, public, nonprofit), headcount, revenue range, and the financial event ahead in the next 12 to 36 months.]

Reporting Lines

- **Reports to:** Chief Executive Officer
- **Board access:** Attends board meetings; independent access to the [audit committee / finance committee] chair
- **Direct reports:** [Controller], [VP or Director of FP&A], [Treasurer], [Tax Director], [IT / procurement lead, if applicable]
- **Decision authority:** Approves spend up to [\$ amount]; owns finance hiring; signs [bank / lender / auditor] engagements

Key Responsibilities

- Build and run the annual budget, rolling forecasts and long-range financial plan
- Lead a monthly close of [target] business days and produce accurate financial statements under [GAAP / IFRS]
- Manage cash, banking relationships, debt and covenant compliance
- Maintain internal controls, tax compliance and enterprise risk management
- Prepare board materials and manage relationships with investors, lenders and auditors
- Lead fundraising, M&A analysis and capital allocation decisions
- Own the finance systems roadmap, including ERP, FP&A tools and automation
- Hire, develop and retain a high-performing finance team

Success Measures for the First 12 Months

- Monthly close completed in [X] business days by month [6]
- Forecast variance within [±X%] of actuals for [revenue / EBITDA]
- [X] months of cash runway maintained, or [financing event] closed by [date]
- Clean audit opinion with zero material weaknesses
- [Finance system / ERP] implementation live by [quarter]
- Finance team succession plan in place for [controller / FP&A lead]

Qualifications

Required

- Bachelor's degree in finance, accounting or economics
- [12+] years of progressive finance experience, including [5+] years leading a finance function
- Experience with [the company's next financial event: fundraising / exit / audit / ERP rollout]
- Track record presenting to a board, investors or lenders

Preferred

- CPA, CMA or MBA
- Prior CFO or VP Finance experience at a [stage / industry] company
- Experience with [NetSuite / SAP / Workday / other ERP] and modern FP&A tools

Compensation and Benefits

- **Base salary:** [\$X to \$Y] (required in states and cities with pay transparency laws)
- **Annual bonus:** [X%] of base, tied to the success measures above
- **Equity:** [Stock options / RSUs / profits interest / LTIP], [vesting schedule]
- **Benefits:** [Health, retirement, PTO, other]

How to Apply

[How to apply, who manages the search, expected timeline.] [Company name] is an equal opportunity employer and considers all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.