



Department: Administration	Job Description
Job Description Title: Chief Financial Officer	FLSA Status: Exempt
Accountable To: Executive Director	Position Status: Full Time / Grade 27 / \$108,187 annually
Prepared By: Personnel Officer	Revision Date: July 1 2025

CAPNM is an Equal Opportunity Employer

Job Summary:

Responsible for overseeing the accurate and timely recording and reporting of all financial information according to GAAP, federal regulations and contractual agreements. Ensure compliance with the agency’s internal control system to safeguard assets. Provides technical assistance for program, project, and land development; grant writing, asset acquisition, construction projects and crisis management. Protects Agency interests by adhering to established compliance standards.

Essential Duties and Responsibilities:

- Fiscal oversight
Responsible for overseeing and directing the financial processes and information, as well as the security and retrieval of all fiscal and contractual information for the agency. Must be able to analyze, assimilate, document and explain complex financial information and maintain confidentiality and meet deadlines. Participates in developing budgets, operating plans, and long-term agency goals. Designs, implements and provides on-going evaluation of internal control systems for the agency. Design, implement and maintain an internal control system for the Fiscal Department. Prepare and implement Accounting Policies and Procedures, with approval of the Board of Directors. Advise Agency management and Board of Directors on financial matters relating to asset acquisition.
- Agency Development Activities
Provides technical assistance to the Executive Director, Department Directors, Program Managers and Agency Development Director in regard to all grant writing activities. Provides guidance to the Board of Directors and agency management on all financial matters related to asset acquisition,

including Low Income Housing Tax Credit (LIHTC) projects. Must comprehend and communicate financial data to non-financial personnel. Requires skills in analysis of diverse and highly complex information and making recommendations based on that research.

- Annual Single-Audit Process

Works closely with the auditors, Fiscal Officer and agency staff to ensure a thorough and accurate audit. Oversees the preparation of the annual financial statements according to GAAP, footnotes to the financial statements, supplemental schedules, annual 990 and 5500C/R IRS returns. Responds to any audit inquires and implements audit recommendations.

- Staff Supervision

Directly supervises all Fiscal staff. Exercises the normal duties of a Department Director concerning staffing for development employees including training, performance evaluations, promotions, salary recommendations and terminations. Performs as the Acting Executive Director in the absence of both the Executive Director and Deputy Director.

- Strategic business planning

Works with the Executive Director, supervisory staff and the Board of Directors in the strategic planning process to develop long and short-term goals to ensure the continued success of the Agency.

- Other duties and responsibilities as assigned and required

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Bachelor's degree with accounting emphasis
- CPA license preferred
- A minimum of five years related experience in fund accounting, "Yellow Book" auditing preferred
- A minimum of two years of experience in non-profit agency environment
- Knowledge of local state and federal grant regulations
- Strong audit skills such as the Single Audit Act
- At least three years financial supervisory/ management experience
- Experience working with people from various socio-economic and educational backgrounds
- Strong personal computer skills and excellent working knowledge of financial software
- Excellent interpersonal and verbal and written communication skills
- Must possess and maintain a valid Montana driver's license
- Must possess proof of and maintain current personal auto insurance
- Must be insurable under CAPNM's auto liability per insurance carrier's requirements

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent sitting
- Intermittent walking, standing, bending, stooping
- Working with both hands and arms
- Frequent keyboard use
- Lifting, carrying, pushing or pulling up to 25 lbs. occasionally

- Grasping
- Repetitive motion especially with hands and arms
- Clear and understandable speaking ability
- Good hearing
- Good close, distance and peripheral vision
- Some travel by auto with exposure to traffic in year round weather conditions
- Occasional travel with overnight stays
- Frequent deadlines
- Work requiring frequent attention to high detail
- Some exposure to offensive language, angry clients and threats
- Work in a clean office environment with moderate noise levels
- Some exposure to annoying odors
- Day shift

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.