

**#303 Chief Financial Officer**  
Classification Level 13  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**External: 6/11/2018**

**Salary Range: \$60,949 – \$88,986**

**Apply To: C. Weyker**

**REPORTS TO:** Chief Executive Officer

**HAS DIRECT REPORTS?** Yes

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This is the highest level fiscal position of the organization and as such provides for the operational management of fiscal and administrative support staff functions including human resources. This position manages professional level accounting functions and the preparation of reports including earnings, profits/losses, cash balances and cost accounting. This position works closely with all department managers to prepare total agency budget draft and make recommendations to CEO. Provides direct supervision to all accounting personnel with responsibility for work flow, payrolls, data collection and trainee information systems; is responsible for meeting the requirements of government agencies including maintaining compliance with Head Start Fiscal Program Performance Standards and other funding sources including reports, billings and compilations of service units. Interfaces all billing and collection services. Reports to and is directly supervised by the Chief Executive Officer.

**TYPICAL RESPONSIBILITIES:**

1. Supervise and coordinate the maintenance of the general ledger and monthly trial balances.
2. Monitor the quality and flow of work produced by secretarial department.
3. Supervise data collection for various payroll and statistical reports.
4. Develop chart of accounts and maintains all accounts.
5. Monitor appropriate cash flow systems.
6. Determine schedule of payments and supervise accounts payable and accounts receivable.
7. Monitor the preparation of all payrolls and the purchase of certain services from outside providers.
8. Act as liaison for insurance business needs including employee health insurance.
9. Provide fiscal management information to Chief Executive Officer in a timely and effective manner.
10. Design and implement business information systems that assist in the effective over-all agency administration.
11. Coordinate all aspects of required audits including but not limited to annual agency audit, audit of benefit program, and audit needs of funding sources (EHS, CCO etc.)
12. Coordinates EDI financial transactions.
13. Staff board finance & endowment committees and initiate approved actions.
14. Responsible for safety of all staff members and persons served under this position.
15. Complete assigned Strategic Action Plan work activities and Annual Performance Growth Plan.
16. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
17. Perform other duties as assigned by supervisor.

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 6/7/2018

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**OCCASIONAL RESPONSIBILITIES:**

1. Provide support at agency special events.
2. Perform personal care.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

- Baccalaureate degree in accounting, business or fiscal management.
- At least 7 years of experience in the field including two years of independent supervisory experience and management of comparable fiscal systems is expected.
- Must have a valid driver's license, clean driving record and insurance
- Must have a vehicle that KAC determines is in good working order
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

**PREFERRED QUALIFICATIONS:**

- CPA license
- Prior experience with not-for-profit organization.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 15% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 35 pounds with help, 20 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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