**Chief Financial Officer**

Full Time Salaried Exempt Position

We are currently seeking a highly motivated individual to serve as the Chief Financial Officer (CFO). This position will provide oversight of the finances of a small non-profit organization.

Responsibilities include, but are not limited to:

* The ideal candidate will serve as the primary connection on fiscal matters between the finance department and other departments within the organization, the local community and partners.
* The CFO works with the CEO, Executive Leadership Team and Board in developing and managing plans to enable the organization to remain financially sustainable and to fulfill its mission.
* The CFO is hands-on and oversees the finance team’s efforts providing oversight to the financial operations.
* Maintain strong internal controls.
* Comply with funding and regulatory reporting requirements.
* Achieve timely, clean audits and tax returns for the corporation.
* Tracks cash flow, analyzes and prepares financial statements and reconciles income and expenses.
* Analyzes the organizations financial strengths or weakness and proposes corrective action.

Requirements:

* Certified Public Accountant Required.
* Bachelor’s Degree required.
* Minimum 10 years’ experience in accounting required.
* Experience working with State and Federal Grants and Budgeting required.
* Organization skills, computer skills (internet, email, and Microsoft office programs including PowerPoint), creativity, and flexibility required.
* Advanced or Proficient Excel skills are required.
* Must have a valid driver’s license with insurance.
* Background check.
* Must have strong work ethic and leadership skills.

This full-time position offers coverage to include Health, Dental, Vision Insurance, and Life Insurance. Leave benefits including vacation, sick time, personal days, and floating holidays. Employees can contribute to our 403B Retirement Plan and the organization will match up to 5% of the salary after 1 year of employment. Salary is negotiable.

If you are interested, please submit your resume and cover letter to the Human Resource Director at smauk@wccoaging.org or stop by Monday through Friday between 9am – 4pm to fill out an application at 535 East Franklin Street, Hagerstown, MD.  Equal Opportunity Employer