

## CHIEF FINANCIAL OFFICER

### POSITION PROFILE

#### OVERVIEW:

[Company], formed in 20XX and based in [Location], successfully serves both the Commercial and Government sectors in their [IT consulting] and support efforts. [Company] has exceptional business process and [IT segment] technical skills as its cornerstone. The company was founded with these characteristics and has maintained its credibility through providing consultants who have the unique combination of business and technical tool expertise. [Company] is a leading provider to Fortune 500 and DoD entities seeking program management consulting, business transformation services and [IT Segment] technical expertise around complex and integrated processes. Deep knowledge of business requirements and the technical toolsets commercially available have made [Company] the go-to company when other consultancies fall short.

To keep pace with growth, [Company] will hire a **Chief Financial Officer [CFO]** reporting to the Chief Operating Officer. This is an upgrade hire, intended to increase the financial support function capability. This individual will be located at the company headquarters, and must be able to commute to [Location].

#### SCOPE OF OPERATION:

The CFO has X reports, and will manage the accounting, finance and IT functions, organized as shown below:

*[Graphic Removed for Company Confidentiality]*

#### MISSION:

Provide strategic direction for financial management of company, and direct day to day management of finance and accounting functions. To fulfill the mission, the CFO will produce the following actions and results:

#### PERFORMANCE OBJECTIVES:

1. **Financial Reporting:** Manage accounting and financial records in an accurate and timely manner, in accordance with FAR, GAAP, and customer requirements. Generate timely monthly reports to senior management, incorporating financial analyses as requested.
2. **Organizational Management:** Manage accounting, finance, administrative and IT personnel to optimum performance. Ensure that each individual has clearly established goals. Provide high energy leadership to the accounting and finance team to drive them to anticipate problems and pro-actively seek solutions. Analyze current staff to establish needs for training, development or strategic replacement. Create a staffing plan to keep pace with anticipated rapid growth.
3. **Contract Financial Management:** Monitor financial performance and billings on contracts to ensure that resource planning is within budget, billing is on pace with performance and Program Managers are aware of financial aspects of contract completion (cost ceilings, overages, change orders, unbilled expenses, etc.).
4. **Cost Accounting:** Develop a thorough understanding of current cost accounting system and methodology. Ensure that the cost documentation is complete, and company is obtaining optimum output in terms of reports, comparison documents (actual to bid or estimate projections) so that Program Team can make better decisions with better data.

5. **Financial Controls:** The CFO will be responsible for the development, analysis and interpretation of statistical and accounting information in order to improve profitability, performance against budget and prior year, and other matters bearing on the fiscal soundness and operating effectiveness of the organization. This process will include:
  - a. Determining what processes need to be changed
  - b. Examination of work flow / process routing
  - c. Establish new procedures / best practices
6. **Cash Management:** Maintain banking relationships and manage line of credit. Optimize use of cash by improving collections, timing of payables, credit line draws, etc. Negotiate changes needed in credit line. Participate in selection and transition to alternate banking relationships.
7. **Accounting System:** Select and implement a new management and financial accounting system to provide greater capabilities, a broader range of financial reports and documentation options, and to ensure compliance with government accounting requirements.
8. **Company Valuation:** CFO must ensure that the company can generate an accurate internal valuation for the purpose of providing key employees with participation benefits, and to portray value to potential future investors.

#### **PERFORMANCE EVALUATION:**

The success of the CFO in achieving the objectives described above will be measured by the following:

- Accurate and timely completion of monthly accounting close, with meaningful reports and analyses provided to management.
- High quality, highly motivated team, producing excellent results in an efficient manner.
- Contract financial performance is well-managed, with proactive input to Program Managers.
- Cost accounting is accurate and provides management with enhanced decision making tools.
- Company has appropriate financial controls to comply with FAR, GAAP and be able to successfully withstand audit.
- Cash management minimizes interest expense and capitalizes on excellent receivable/payable management.
- Sound banking relationships maintained.
- Company has a regularly updated accurate valuation methodology.

#### **BACKGROUND AND EXPERIENCE:**

The ideal candidate will have the following education, work history, knowledge and skills.

**Education:** BA/BS Degree in Accounting, Finance or related major is required. CPA certification preferred. MBA or equivalent graduate degree is a plus.

**Experience:** 10+ years of increasingly responsible accounting and finance management work, in a professional services organization, preferably ERP consulting. 5+ years experience in FAR / DCAA / government accounting. 3+ years having managed 5+ personnel.

**Knowledge and skills:** Proficient in MS Office, QuickBooks, and other major accounting systems. Ideally, will have managed IT function, and will have experienced a system implementation and/or conversion. Broad understanding of cost accounting, project accounting, cash management, financial analysis. Should be an expert at creating and manipulating Excel spreadsheets to produce complex financial reports.

**PERSONALITY AND CHARACTERISTICS:**

The ideal candidate will have most of the following traits:

- Quick thinking.
- Very open communicator. Will state opinions openly, take a stand.
- Highly professional with impeccable ethical standards.
- Follows established procedures, knows when to go “by the book”
- Comfortable with ambiguity and able to act with incomplete info.
- Analytical thinker, with a strong desire to understand and have insight.
- Solid decision making skills.
- Good judgment about people, and can motivate and lead a team to productivity.
- Diplomatic – savvy in maintaining relationships with a variety of people at all levels.
- Excellent communicator – transparent in passing on info and takes pride in keeping people informed.
- Solid leadership skills – calm in crisis, sets high standards, disciplined.
- Well-organized.
- Excellent presentation skills – confident in front of groups.
- Quality oriented. Sets high standards, monitors performance.
- Self-control – composed, and not impulsive.
- Service / Customer-oriented. Driven by customer needs, responsive and supportive.

**REPORTING RELATIONSHIP:**

CFO will report to [Name], partner and COO. [Name] holds a BS degree in Accounting, and has XX years of experience in Accounting and Consulting in ERP and IT. [Name] is a founding partner of [Company].

[Name] is a big picture person and appreciates when her staff has good attention to detail and project execution skills. [Name] is a direct communicator. When coming to [Name] with a problem, [Name]’s team should bring a suggested solution as well. [Name] sets high standards and leads by example. [Name] will provide broad scope and directions, and allow people to do things their own way, but will become very involved if repeated errors occur. [Name] expects people to be highly organized, truthful, professional, and take responsibility for their deliverables. [Name]’s coaching management style helps people develop to their full potential, and [Name] welcomes people who can step up into higher responsibility.

**COMPENSATION:**

Base salary in the XXXK range. Bonus will be based on objectives, and is expected to be in the range of yy%.

Benefits include:

[Description of benefits deleted for confidentiality]