



Chief Financial Officer:

7 plus years of experience

FLSA: Exempt

Reports To: Chief of Staff

Status: Full Time (40+ hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)

Location: Downtown, Columbus

Job Responsibilities for the Chief Financial Officer:

- Manage day to day financial activity, including accounts payable, accounts receivable, membership invoicing (with support from the Director of Member Engagement), investment activity, cash flow management, payroll processing (using an outside vendor) and payment of payroll taxes.
- Responsible for oversight of the integrity of the accounting system data and general ledger for all entities.
- Complete the monthly and annual financial closings and preparation of financial statements, including providing supporting documentation for multiple entities. Involved with periodic budget comparison and forecasting for growth of the organization.
- Involved with all Ohio Chamber Executive Committee meetings as well as board meetings for related entities to present financial statements, policy or legal issues, building information, investment policy or changes, etc.
- Oversee the external financial statement audit for multiple related entities.
- Manage the external tax return processes and provide all supporting documentation for multiple related entities, including the preparation of Form 990 for one entity.
- Prepare all vendor 1099s and other tax filings, as well as monthly, quarterly, semi-annual and annual payroll/employee related filings for all entities listed, on an as-needed basis year to year.
- Complete or assist with the coordination of all entity external reporting throughout the year on a frequent basis, including reporting for various entities to the Ohio Attorney General, the Ohio Secretary of State Campaign Finance office, the Federal Election Commission, the Ohio Department of Insurance, the Department of Labor, and the National Association of Insurance Commissioners.
- Responsible for annual budgeting and working with leadership on budgets for seven of the entities.

- Assist the Director of Member Engagement as a super-user for the customer relationship management database, including assisting with managing the relationship with Fonteva and Salesforce consulting team, assisting with database troubleshooting or requests from staff, process development and documentation, and testing/implementing upgrades or customizations within database.
- Assist as needed with new hire paperwork and onboarding. Responsible for benefits management for all employees, including 401k/MPPP plan coordination, entering newly eligible employees, managing ER/EE contributions through payroll process, working with the TPA and other advisors, annual filings and compliance testing, and insurance renewals/open enrollment administration.
- Manage the outside IT vendor relationship and AV vendor relationship, including being a first stop for IT and backup for AV support issues.
- Manage interaction with the property management company and landlord and ensuring any building related issues are resolved appropriately.

Required Qualifications:

- Bachelor's degree from four-year college or university, or equivalent.
- Certified Public Accountant license preferred but not required.
- A minimum of 5 years accounting experience, preferably some non-profit or association experience included.
- Database knowledge and understanding is preferred.
- Accounting system knowledge and understanding is critical.
- Ability to learn quickly and create and follow process documentation for various state and federal reporting requirements.
- Effective relationship-building and collaboration skills.
- Excellent customer service skills in providing customer service to internal employees at all levels and helping to problem-solve and provide critical thinking for a variety of issues.
- Experience and success in managing a team.
- Ability to multi-task and move between tasks and entities on a daily basis.
- Prioritization skills related to deadlines, internal needs, and external needs is essential.
- Organization skills are critical as the key recordkeeper for all entities.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Professional demeanor and executive presence with strong oral, written, and interpersonal communication skills.
- Uncompromising ethics and integrity.
- Personal interest in and commitment to free enterprise.