



Job Description

Job Title:	Chief Financial Officer (CFO)	FLSA Status:	Exempt
Department:	Finance & Administration	Reports to:	Chief Operations Officer (COO)
Effective:	January 15, 2024		

PURPOSE

The Chief Financial Officer (CFO) is responsible for the overall financial operations of CareerSource Florida (CSF), Inc. This position is a member of the leadership team and is charged with assessing organizational performance against the annual budget and CSF's long-term strategy. The CFO is a Trustee of the CareerSource Florida, Inc. Salary Savings Plan and has oversight of all fiscal and fiduciary responsibilities.

The CFO serves as the Treasurer for the Board and is responsible for the receipt and disbursement of legislative appropriations and grant awards provided to the Board. The position develops, recommends, and implements fiscal policy and procedures pertaining to all workforce programs assigned by law for consideration by the Board, including the allocation of federal grant awards and state appropriations to local boards, councils, and other workforce partners. This work is highly collaborative and requires a close working relationship with the Florida Department of Commerce and other state and local workforce partners.

DUTIES AND RESPONSIBILITIES

- Lead and coordinate CSF Finance and Administration unit (fiscal, accounting, purchasing, contracts and grants management) to assist the organization in effectively meeting strategic and operational plans and metrics.
- Provide leadership, coaching and support towards the development and professional growth of direct reports and unit team.
- Develop, recommend, and implement financial policies and procedures, ensuring compliance with statutory requirements and best practices.
- Oversee the preparation and presentation of financial statements, reports, and analyses to support informed decision making.
- Assess and conduct analyses of financial data to advise leadership on financial decisions and strategies; acquire a comprehensive understanding of the financial health of the organization and the network.
- Coordinate the Board's financial and fiscal oversight of federal and state workforce programs, including the distribution and allocation of such funds in accordance with federal and state laws and provisions, Board policies, and the de-obligation and reallocations of any funds recaptured.
- Develop, implement, execute, and monitor the performance contract with FloridaCommerce as required by law to ensure the effective delivery of workforce services.

- Ensure statutory administrative requirements are met and programs and services are delivered.
- Advise and assist the President and the Chief Operating Officer in defining the core value and principles that will guide the implementation of workforce policy and programs as defined by the strategic and operational plans and as directed by Florida Statutes and federal and state legislation.
- Implements and maintains sound management principles for grants and contracts awarded by the board.
- Serve as the primary staff lead to the Finance Council and provides staff support to Board committees and subcommittees as needed.
- Manage and administer contracts and/or grants as required.
- Demonstrate sound judgment to ensure that program or project updates, as well as any pertinent information related to CareerSource Florida, are clearly, concisely, and promptly communicated to leadership.

QUALIFICATIONS AND WORK EXPERIENCE

- A minimum of eight (8) years of professional experience relevant to the responsibilities of the position.
- Knowledge of workforce and educational systems and/or economic development and related programs.
- Strong analytical skills and demonstrated experience in developing and implementing financial models.
- Working knowledge of statewide and or system budget management and fiscal policy processes.
- Experience writing for and/or testifying before high-level executives or elected public officials.
- Knowledge of statutory administrative limits.
- Excellent demonstrated leadership abilities, including proven ability to lead projects, working collaboratively across organizations and teams. Strong interpersonal and judgment skills to influence internal and external organizations.
- State government and nonprofit board experience with knowledge of Florida Government structure and Florida Government in the Sunshine including notice requirements.
- Ability to travel as required.

EDUCATION OR CERTIFICATIONS

- Bachelor's degree in Business Management, Finance, Economics, or related field.
- Master's degree preferred.
- CPA preferred.

SALARY RANGE

\$115,884 - \$158,860

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing, kneeling, and bending.
- Must be able to lift up to 10 pounds at times.

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.
