

Job Description

Job Title: Chief Financial Officer/Controller

Reports To: President/CEO

Department: Executive

FLSA Status: Exempt Location: Sunrise, FL

Summary: We are looking for an experienced CFO / Controller to perform effective risk management and plan the organization's financial strategy. He /she must be well-versed in all aspects of financial management ranging from simple accounting to investment and banking operations. The incumbent is responsible for overseeing the company's financial operations and making decisions based on the company's financial stability.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversee all aspects of financial management, including financial reporting, budgeting, forecasting, and analysis.
- Perform risk management by analyzing the organization's liabilities and investments.
- Develop plans for growth to increase company profit while also reducing expenditure.
- Provide strategic financial guidance to senior management to support business decision-making and drive profitability.
- Manage the month-end and year-end closing processes, ensuring accurate and timely financial statements.
- Monitor and analyze key financial metrics, such as profit loss statements, cash flow projections, and balance sheets.
- Supervise finance department employees
- Identify opportunities for business development and growth through financial analysis and market research.
- Negotiate contracts with vendors, suppliers, and financial institutions to secure favorable terms.
- Conduct regular audits to ensure adherence to accounting standards.

Requirements:

- Proven experience as a Controller, Finance officer or relevant role
- Proficient in ERP system - Microsoft NAV required
- Proficient with maintaining intercompany transactions, billings, and reconciliations
- In depth knowledge of corporate financial law and risk management practices
- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of MS Office and financial management software
- Ability to strategize and solve problems
- Strong leadership and organizational skills
- Exceptional communication skills with the ability to present complex financial information
- Experience with monthly closing process & ability to meet deadlines

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

A minimum BSC/BA in Accounting, Finance or relevant field; MSC/MBA, preferred. CPA, CFA or CMA certification preferred

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. **Bilingual in Spanish and/or Creole Preferred.**

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of basic Microsoft Word and Excel and email/Internet software and know or learn Lighthouse client database and the Division of Blind Services client database (AWARE).

Supervisory Responsibilities:

Supervising all finance department employees.

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 in the work environment is usually moderate.

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.

The employee must frequently lift and/or move up to 10 pounds. No specific vision abilities are required by this job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear and to travel within the Lighthouse facility. The employee is occasionally required to travel off-site to other agencies.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies: Technical Skills - Strives to continuously build knowledge and skills. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance. Interpersonal - Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions. Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Supports everyone's efforts to succeed. Written Communication - Writes clearly and informatively; Able to read and interpret written information. Ethics - Treats people with respect; Works with integrity and ethically. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Initiative - Asks for and offers help when needed. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.