



ADIRONDACK COUNCIL

PRESERVING WATER,
AIR AND WILDLANDS

Position Title:	Chief Financial and Operations Officer (CFO)
Program:	Finance
Location:	Elizabethtown Office
Reports To:	Executive Director
Supervises:	Finance and Operations Management
Created/ Revision Date:	Rev. August 2024/Sept 13, 2024
FLSA Status:	Exempt
Schedule/Hours	Mon-Fri: 8-4pm / Flexible with occasional nights and weekends

About Adirondack Council:

The Adirondack Council's values, including our commitment to our mission and vision, are integral to the manner in which we carry out our programs. Each position at Adirondack Council plays an essential role in carrying out our stated values and each employee is expected to support the values through their day-to-day work.

- Highest Ethical Standards and Integrity
- Responsible and Constructive Fact-Based Education and Advocacy
- Justice, Equity, Diversity, and Inclusion
- Partnerships and Respect for All
- Legacy
- Innovation and Excellence
- Teamwork
- Commitment to the Future

Position Summary:

The Chief Financial and Operations Officer (CFO) works closely with the Executive Director to ensure the Adirondack Council maintains long-term financial security and organizational efficiency. The CFO provides leadership for the administration of the financial and operational systems that support the Adirondack Council's mission and leads coordination of service providers, vendors, support services, and the Board Treasurer and Audit and Finance Committees. In partnership with the senior management team, the CFO contributes to the development and implementation of organizational policies and practices.

Essential Functions:

Finance

- Oversee internal planning and control policies, procedures, and guidelines, including developing internal annual budget and monitoring revenue and expenses and cash flow
- Coordinate and co-lead Board Finance and Investment Committee and Audit Committee, present quarterly financial reports and summary
- Maintain accounts and records on all transactions; ensure the general ledger accurately reflects the Council's financial position
- Manage vendors and processes for accounting and payroll activity
- Prepare financial statements and maintain compliance with policies and regulations, including coordination of annual audit
- Work closely with the Fund Development team to maintain records on all pledges and gifts received, and ensure compliance with donor restrictions; monitor projected capital campaign cash sources and ensure availability of cash for planned projects

General Administration and Operations

- Provide support for organizational leadership, developing strategies and practices that align with organizational goals, strengthen performance, and foster innovation and excellence
- Oversee benefit administration, and liaise with brokers and service providers
- Lead management of facilities, IT, and office operations; evaluate and make recommendations as needed regarding office space, equipment, vendors, and staff resources
- Coordinate the COELIG Bi-Monthly and Semi-Annual Lobby Reports
- Develop, implement, and monitor day-to-day operational systems and processes to provide visibility into the goals, progress, and obstacles of key initiatives
- Draw on relationships with program leads, external partners, and vendors to inform decisions regarding operational activity and strategic goals
- Plan, monitor, and analyze key metrics for day-to-day operations to ensure efficient and timely completion of tasks
- Devise strategies for ensuring the growth of programs organization-wide, and implement process improvements to maximize output and minimize costs
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Expertise in non-profit financial principles, database and accounting computer application systems.
- Deep understanding of non-profit financial principles, including budgeting, forecasting, and financial reporting and expertise in Generally Accepted Accounting Principles (GAAP)
- Proven knowledge of regional Adirondack non-profit environment and geographic location
- Demonstratable understanding of relevant state and federal tax laws and strategies to optimize tax positions and ensure compliance
- Proven ability to build and lead cohesive teams including management and supervisory skills and experience with remote teams
- Proven analytical, strategic thinking, and organizational skills including proven project management and creative problem-solving skills
- Proven ability to develop business strategy and ability to align financial goals with overall organizational objectives.
- Proven knowledge of investment strategies, capital allocation, and financial risk management

- Proven communication skills including effective written, verbal and listening skills
- Proven track record of success facilitating organizational change and development
- Capacity to adapt to changing financial landscapes, market conditions, and regulatory environments
- Strong sense of ethics and integrity, with the ability to handle sensitive financial information with discretion
- Proven ability to make high-stakes decisions that balance risk and reward while considering the impact on the organization

Education and Experience:

- Master's degree in Business Administration, Organizational Management, Accounting, or Finance, or equivalent experience, required
- Certified Public Accountant designation preferred
- Ten years of experience in financial management required, five years at a senior management level
- Demonstrated management experience at both an individual and team scale

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.

Sedentary Work:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

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.

Office Environment:

While performing the duties of this job, the employee is not substantially exposed to adverse environmental conditions.