

FIRST NAME LAST NAME, MA

0000 Jackson ✧ Elmont, Arizona 00000
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CHIEF FINANCIAL OFFICER

Competent, Committed, Communicative and Creative Executive with over 17 years of experience leading large scale Not-For-Profit organizations with budgets up to \$65 million. Well versed in accounting, governmental and external audits, finance, budgeting, cash flow, IT, legal, HR, administration and operations including facilities, as well as student services. Equally skilled in the works of the non-profit finance market as well as the consensus driven nature of organizational decision making. Works easily with “involved” board members. Masters degree in Business and Policy allows understanding of the organization’s programmatic structure and mission while dealing with the realities of resource constraints. Able to synthesize, create and articulate the financial and organizational “big picture”.

CORE COMPETENCIES

- Board Relations
- Budget Oversight
- Corporate Development
- Foundation Management
- Industry Relations
- Media Relations
- Member Communications
- Mission Planning
- Policy Development

PROFESSIONAL EXPERIENCE

Non-Profit Management

- **Reduced questionable contract costs 89%** by negotiating with New York State’s Department of Health on behalf of the Company Name, Inc.
- **Reduced overhead** by separating World Service and Witness (WSW) from the National Council of Corporations, (NCCC) allowing WSW to relocate to less expensive facilities in Indiana and enabling NCCC to reduce office space requirements in New York.
- Continually monitored and adjusted organizational structures to balance overhead with resources; built relationships with banks and other financial institutions.
- Strategized and prepared operating and capital budgets; managed leases, sub-leases and all insurance.
- **Managed high-profile board relations** and presentations with an emphasis on increasing annual funding while maintaining oversight of the organizational code of ethics for fundraisers.
- Provided direct oversight of finance, accounting, IT, HR, facilities and volunteer activities at The Company Name, Inc.
- Directed accounting, finance and all support operations at NCCC with a budget of \$65 million, covering 20 national programs.
- Developed and implemented operating policy and procedures for an NCCC initiative to rebuild structures destroyed by arson in the Southern United States.

Accounting and Finance

- **Direct oversight of the Controller’s development and implementation of policies and procedures** for finance and accounting, including budget preparations, general ledger accounting, financial reporting, grants administration, payroll, employee pension plans, and cash management.
- Compiled information for IRS form 990 reporting.
- Reviewed and approved all grant contracts; prepared reports for public and private funders.
- Coordinated annual external and A-133 audits; conducted periodic contract compliance evaluations of funders.

Information Technology

- **Ensured that the IT Director provided efficient service levels for the IT community.**
- Reviewed the IT Director’s performance relating to developing and implementing cost effective technology solutions.
- Spearheaded accounting software conversions to Fund EZ (HMI), and Micro Information Fund.
- Implemented the Sage FAS 50 Fixed Asset software system.
- Designed a web based grants management system that matched grant makers with grant seekers.

Human Resources

- **Oversaw the activities of the Human Resources Director to ensure that HR business objectives supported the organization’s strategic business plan and mission.**
- Collaborated with the HR Director in developing employee incentives and employee benefits strategies to increase employee retention.

WORK HISTORY

THE COMPANY NAME, INC., New York, NY <i>Chief Financial Officer</i>	2006 - 2009
CONNECT.COM, New York, NY <i>President and Chief Financial Officer</i>	2000 - 2005
NATIONAL COUNCIL OF CORPORATIONS, New York, NY <i>Acting Chief Financial Officer</i>	1999
NATIONAL COUNCIL OF CORPORATIONS, New York, NY <i>Director of Finance</i>	1992 - 1999
JONES PUBLISHING COMPANY, New York, NY <i>Director of Finance</i>	1979 - 1992

EDUCATION

STATE COLLEGE, Saratoga Springs, NY
Master of Arts, Business and Policy Studies

STATE COLLEGE, Saratoga Springs, NY
Bachelor of Science, Business, Economics and Management

PROFESSIONAL ASSOCIATIONS

Member, Association of Fundraising Professionals