



Job Title: Chief Financial Officer
Supervisor Title: CEO/President
FLSA Status: Exempt
EEOC Class: 001A – Executive/Senior Official & Manager

Job Summary:

The CFO is responsible for the administrative, financial and risk management operations of the company. As a member of senior management, this position is responsible for taking on a leadership role in developing financial and operational strategy and procedures to improve the financial health of the company. The CFO is responsible for the overall finance and accounting processes, including the development and monitoring of control systems to preserve company assets and the reporting of timely, accurate financial statements. Develop a deep bench of talent at every level ensuring people recognize that the company is committed to their success. The position is located in Missoula, MT or Kent, WA

Essential Duties and Responsibilities:

1. Provide strategic financial input and leadership on decision making issues affecting the organization; i.e., capital deployment, return on capital, compensation planning, company budgeting and acquisitions and/or mergers.
2. Directs the preparation of all financial reports for internal and external users including monthly management reports, annual audited financial statements, tax returns, and reports for government regulatory agencies. Supervises borrowing and investment of funds, initiating appropriate strategies to enhance working capital. Manages relationships with external auditors and banks.
3. Leads and coordinates the planning and budgeting process, while conferring with the President and other senior leadership. Insures continual improvement of the budgeting process through education of managers on financial issues impacting their budgets.
4. CFO is responsible for all risk management, including maintaining appropriate insurance coverage, compliance with legal and regulatory requirements, maintenance and monitoring reliable control systems, and understand and mitigate all vital aspects of the company's risk profile.
5. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
6. Evaluation of the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
7. Utilizing all planning and performance management processes, provide ongoing mentoring and training to mid-level professionals to promote employee development and succession. Ensure all SMART goals and development plans are captured in Halogen.

Required Qualifications:

1. A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.
2. Strong leadership capabilities to instill and drive a high-performance culture.
3. Knowledge of database and accounting computer application systems to supply the most accurate financial information.
4. An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
5. A well-organized and self-directed individual who is "politically savvy" and a team player.
6. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and verbal communication skills.
7. A good educator who is trustworthy and willing to share information and serve as a mentor.
8. An excellent negotiator who is experienced in contracts.
9. A decisive individual who possesses a "big picture" perspective and is well versed in systems.
10. Ability to read, analyze, and interpret the most complex documents.
11. Ability to respond effectively to the most sensitive inquiries or complaints.
12. Moderate Travel Required

Education and Experience:

1. Bachelor degree in business administration, accounting, or finance.
2. C.P.A. designation required.
3. Ten to fifteen years related experience and/or training; or equivalent combination of education and experience in financial management with increasing responsibilities, direction and planning.