

## **Position Description: Chief Financial Officer (CFO)**

### **LGI title – Vice President**

For the outsourced client company, the CFO is responsible for the management of working capital, cash flow, budgeting/projections, preparation of financial statements, management of the annual review, and income tax planning and compliance. The CFO maximizes return on financial assets by establishing/recommending financial policies, procedures, controls, and reporting systems. The CFO reports to the President of LGI and the outsourced client's designated executive.

### **Primary Client Focused Responsibilities**

- Oversee outsourced client's financial management to include developing financial, accounting, billing, internal control and budget policies and procedures as required.
- Recommend state-of-the-art financial technologies, processes, and procedures.
- Approve and coordinate changes and improvements in automated financial and management information systems for the client.
- Establish and maintain appropriate internal control safeguards. Ensure records systems are maintained per generally accepted accounting standards.
- Determine client's financial and accounting agendas. Respond accordingly.
- Oversee client financial management projects including acquisitions and required capital.
- Coordinate the preparation of financial statements, financial reports and special analyses
- Analyze and project cash flow, cost controls, cost reduction opportunities, capital investment needs and expenses to guide business leaders. Analyze financial statements to pinpoint potential weak areas.
- Serve on strategic planning, goal setting and policy-making committees as required.
- Interact with client managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Hire, mentor, coach, and develop accounting department employees to improve their capabilities, performance, and impact.
- Manage all aspects of banking relationships

### **Primary LGI Focused Responsibilities**

- Develop a pipeline to produce new clients using activities such as publishing articles, developing an effective networking program, attending events with potential clients/networking sources, conducting or helping with speaking engagements
- Write effective proposals using the LGI template
- Maintain frequent contact with clients.
- Submit weekly, monthly required reports on time and to standard. Typical reports relate to networking, contacts, backlog, projected hours status, proposals, calendar and hours worked
- Attend all LGI management/strategic/fellowship meetings.
- Fully develop each client by matching recommended actions to available opportunities.
- Maintain earned commission level where CFO can survive any business slowdowns.
- Demonstrate loyalty to LGI and its team members.

## **Minimum Requirements: Knowledge, Abilities, Values, Skills**

- Knowledgeable of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP Compliance). Has applied experience in creating control procedures from “the ground up”.
- Demonstrate ability to develop effective marketing approaches.
- Experienced in group speaking
- Build key relationships with referral sources.
- Demonstrate proficiency in using financial software (accounting packages and Excel).
- Experienced in utilizing automated financial and accounting reporting systems. Report monthly/quarterly results to Senior Management team and the Board.
- Possess ability to analyze financial data and prepare financial reports, analyses and cash-flow projections.
- Possess professional written and verbal communication and interpersonal skills.
- Willingness to work a flexible schedule and travel to out of town locations if required.
- 5+ years accounting/finance experience as a CFO or equivalent with at least 10 years of overall financial experience.
- Ability to maximize use of limited resources.
- Highly analytical with a hands-on approach and ability to be detail oriented.
- Excellent project and time management skills.
- High degree of exposure to formal business processes.
- Flexible in a variety of situations.
- Demonstrated experience as a leader, team-player and mentor.
- Intrinsically motivated. High degree of emotional intelligence.
- Unquestionable character, integrity, loyalty, responsiveness, commitment.
- Experienced in working through difficult financial situations with companies.

## **Minimum Educational Requirements**

- Bachelors degree in Accounting or Finance

## **Benefits and Compensation**

- 401k
- Holiday, vacation & sick pay
- Health insurance (one-half)
- Non Qualified benefit plan
- Flex time