Mid-South Food Bank Chief Financial Officer

Reports To: President & CEO; Positions Supervised: Controller; Human Resources Manager; Hours: 8:30am to 5:00pm Mon – Fri, Other as required

Salary Range: $90,000 - $100,000

Job Summary: Reporting to the CEO, the Chief Financial Officer (CFO) leads the Mid-South Food Bank’s financial policy and direction while partnering with Board and staff to execute the organization’s overall strategy. Leads all financial administration, business planning and budgeting. The CFO works closely with the finance committee of the Board of Directors. The CFO leads the Mid-South Food Bank’s finance, human resources (HR), and information technology (IT).

Responsibilities

Strategy

- Partner with the CEO, COO, & CDO on all operational and strategic issues; provide recommendations based on financial analysis and projections, cost identification and allocation and revenue/expense analysis.
- Participate in the ongoing strategic planning process.
- Oversee long-term budgetary planning and cost management.
- Engage the Chief Development Officer to align financial management with short- and long-term goals, financial planning and projections.
- Engage the finance committee around issues, trends and changes in the operating model.

Financial and Operational Management

- Lead the budgeting process and oversee the implementation of budgets, both operational and capital expenditure.
- Present operational metrics both internally and externally.
- Ensure that finance staff and database manager maintain financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
- Prepare and communicate quarterly and annual financial statements for senior leadership, finance committee and Board of Directors.
- Oversee and evaluate all inventory management in Ceres, including all USDA, donated and purchased food; including periodic preparation of funding available for food and other grant purchases.
Manage cash flow and forecasting; direct all financial, project-based, donor database and departmental accounting.

Coordinate all audit activities and form 990s for Mid-South Food Bank and its subsidiary company -Feeding The Need.

Evaluate and oversee all benefits negotiations.

Oversee and monitor the financial reporting and metrics for grantees on a quarterly basis.

Recommend improvements to the systems in place for finance, HR and IT and manage the systems going forward.

Team Management

Develop and manage direct staff

Engage other members of the team to facilitate collaboration that ensures all financial, IT, and HR solutions positively support Mid-South Food Bank’s evolving strategy.

Qualifications

The CFO will be a leader with at least 10 years of broad finance experience, including gathering and evaluating finances and making recommendations to senior leadership. S/he will have ideally have experience managing finance (accounting, budgeting, control, and reporting), HR, and IT for a mid-size nonprofit (minimum budget of $4M).

Experience and Attributes:

- A minimum of a BS and CPA/CMA; MBA a plus.
- Evidence of being a proactive partner to the chief executive. If coming from a for-profit, nonprofit board experience preferred.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Skill in examining, developing, reengineering, and recommending financial, HR, and technology policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning.
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
- An effective communicator, with strong oral and written skills.
- Strong commitment to developing team members.
• Must have a valid Driver’s License.

To apply, send resume and cover to 3865 S. Perkins Rd. Memphis, TN 38118 or email HR@midsouthfoodbank.org