Memphis Leadership Foundation

Chief Financial Officer (CFO)

Primary Duties and Responsibilities

Market MLF Administrative Services to Attract New Clients

- Develop strategies to attract outside profitable 501c3 ministries
- Increase income from administrative fees
- Provide an A to Z administrative, financial, and HR department for those who need one and are financially self-sufficient

Financial Management, Accounting and Reporting

- Oversee all financial aspects of MLF and the ministries it serves
- Financial statements and reporting
- Statutory requirements/filings/reporting
- Systems for cash management, A/P, A/R, credit control, and payroll
- Bookkeeping function, general ledger, etc.
- Capital asset acquisition
- Bank and investment accounts
- Financial policies and procedures
- Maintain accurate financial records
- Assess and oversee banking relationships including borrowing

Human Resources Management

- Oversee and evaluate employee benefit plans
- Process and submit statutory filings
- Negotiate annual renewal of various benefit plans (medical, dental, etc.)
- Evaluate 401K program and investment options with assistance from advisors

Budget Preparation

- Establish guidelines for timely budgeting and forecasting
- Prepare annual budget in consultation with President/CEO/Finance Committee
- Assist program directors and managers with budget preparation

Project Management and Grant Management

- Maintain accurate records for each project and grant
- Provide accurate and timely reporting
• Assist in grant application process

**Information Technology**

• Evaluate and meet technology needs in conjunction with 3rd party consultants/providers
  - Network
  - Desktop, laptop, pad
  - Financial/accounting hardware & software
• Examine and recommend new technology solutions

**Risk Management**

• Monitor and assess risk management policies and procedures
• Review and update insurance program as needs arise

**Office Administration**

• Oversee administrative function including reception, facility/property, furnishings, and equipment
• Oversee management of all leases, contracts, and financial commitments
• Monitor legislation, regulations, and guidelines relevant to employment, safety, human resources

**Annual Salary:** $85,000 to $90,000

**To Apply:** Candidates email cover letter and resume to anthony@mlfonline.org