

The Council's Mission & Vision

The Council for Professional Recognition promotes improved performance and recognition of professionals in the early childhood education of children aged birth to 5 years old as well as works to ensure that all professional early childhood educators and caregivers meet the developmental, emotional, and educational needs of our nation's youngest children.

Our Professional Community ABC's

We **A**lways put people first by consistently exhibiting a customer service culture, respecting our candidates, our colleges, and ourselves.

We **B**uild community by working interdependent and collaborative; open and with clear communication that is focused on solutions; and our behavior is consistent so that we can be effective, dependable and accountable to each other and the work that is entrusted to us.

We are **C**ommitted to innovation and results by embracing opportunities to grow individually and collectively, to achieve continuous improvement in our practice and to measure and share the impact that we have in the world.

Executive Attributes/Expectations

- Commitment to the mission, vision and goals of the Council and CDA program
- Synergy with the direction of the CEO
- Capacity to engage in productive dialog, debate and disagreement
- Proactive leadership in advancing the overall work of the Council
- Clear and effective communication as well as positive working relations with colleagues and subordinates
- Ability to represent the Council in business and other partnerships
- Active search, analysis and use of data driven decision making
- High level of confidentiality and appropriate discretion

In addition to managing the an organization department, as an Executive staff member you are expected to assume additional responsibilities that can be summarized as working as a strategic partner with the CEO for the overall leadership, direction and management of the Council.

Specifically:

- Analyze and implement the Council's **strategic plan**
- Analyze and act on market / competitive realities or opportunities in order to achieve organizational goals and profitability requirements
- Be a **proactive** presence acting with appropriate urgency, timeliness and responsiveness to organizational needs in all situations
- **Communicate** effectively the Council vision and strategies with internal and external audiences
- Plan, develops and enforces **organizational policies**
- With other Executive staff, oversee the complete operation of the organization and its day to day activities
- **Evaluate** the success of the organization
- **Generate and use data** to guide proposals, decision-making
- Prepare and present, monthly, quarterly and annual reports as appropriate
- **Serve constructively** as a member of the Executive team with the CEO and your colleagues.
- **Treat all staff members with dignity and respect.**

Position Identification

Job Title:	Chief Financial Officer (CFO)
Reports To:	CEO

Position Description

Reporting to and partnering with the President and Chief Executive Officer (CEO), the Chief Financial Officer (CFO) will recommend financial policy and direction while also being an active participant in, and driver of, the organization's transformation strategy. She/he will lead all financial administration, business planning, and budgeting. As a member of the senior leadership team, the CFO will have a key role in oversight of automation of the Council's credentialing process and its interface with the accounting system.

The CFO assures that all reports generated by the financial and information systems of the Council and financial transactions affecting its accounts are subjected to rigorous quality standards. The CFO should be forward-looking, and be able to develop predictive models and activity-based financial analyses to properly plan for the future of the Council. She/he will supervise and ensure the quality of the performance of, organizational accounting practices; budgetary controls and cash management functions.

Strategic Responsibilities

The Chief Financial Officer, a member of the strategic management team, embraces and promotes the achievement of the Council's strategic plan with its four goals and related objectives. The CFO engages the board finance committee on operational and financial issues crucial to the delivery of services and value to the Council's customers. She/he oversees long-term budgetary planning and cost management, aligning financial management with the Council's strategic plan. The CFO participates in the development of the requirements, design and validation of new information technology and resultant systems that support implementation of effective operations. She/he recommends strategic initiatives that will drive the organization towards service delivery and achievement of its mission.

Financial and Operational Management

The CFO leads the financial management process of the Council while partnering with members of senior management in ensuring operational efficiency and cost effective delivery of services to its customers. She/he oversees the financial department and is responsible for the proper maintenance of accounting and related information systems. She/he supervises the financial staff and ensures the timeliness, accuracy and usefulness of financial reporting. She/he makes sure all financial functions are effectively performed and supervises or supports the following financial and operations management activities:

- Budgeting and presentation of operational metrics;
- Accurate, timely recording of receipts and disbursements in the Council's accounts;
- Management of investment portfolio;
- Preparation of internal and external financial reporting;

- Coordinate annual audit of financial statements;
- Extract, analyze and report operational metrics from data bases;
- Provide quality and information assurance for systems and operational controls;
- Distribution of assessment application packages; and
- Production of printed materials in support of programs and operations.

Team Management

The CFO is responsible for the development and management of the finance department staff as a team responsible for the processing and summarization of financial and operation information and performing operations including assessment applications distribution and production of booklets and printed materials in accordance with the Council's emerging operating model. She/he coaches her/his team to join with personnel from other functional teams to achieve the goals and objectives of the Council's strategic plan. The CFO is also a member of the senior management team that ensures the Council's transformation into more effective and efficient credential processing and standard setting organization using state of the art technology.

Qualifications

The CFO should be a seasoned and mature leader with 10 or more years of broad business and finance experience in gathering and evaluating financial information and making actionable recommendations to senior leadership. She/he will ideally have experience managing finance (accounting, budgeting, control and reporting) and collaborating in the management of information technology including the following attributes:

- A Bachelor of Science degree and CPA/CMA; an MBA would be plus;
- Experience and knowledge of nonprofit management
- Mature and proactive, with evidence of having worked as a true business partner to a chief executive;
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting;
- Skill in examining, developing, reengineering, and recommending financial, information technology and business models;
- Strong analytical skills and experience interpreting a strategic vision and transforming it 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; and
- A passion for the Council's mission and the possibilities of early childhood development.