

**PROTECTION & ADVOCACY SYSTEM, INC.**  
**CHIEF FINANCE OFFICER - Position Description**

Protection & Advocacy System, Inc. (P&A), a Wyoming non-profit corporation and the state's Protection and Advocacy (P&A) agency designated to receive federal funds to protect and advocate for the legal rights of eligible people with disabilities, seeks a dynamic and experienced person to be responsible for all fiscal operations of P&A as its new Chief Finance Officer.

P&A's mission is to protect and advocate for the human and legal rights, interests, and welfare of Wyomingites with disabilities; promote, support, and assist Wyomingites with disabilities in understanding and controlling those systems and processes which directly affect their lives; and foster the development, availability, and accessibility of services which increase the opportunities available to Wyomingites with disabilities to live their lives as fully, independently, and productively as possible. P&A has served as Wyoming's designated P&A agency since 1977 and is a member of the National Disability Rights Network (NDRN).

**RESPONSIBILITIES** (either directly or in conjunction with applicable staff members):

The Chief Finance Officer (CFO) is responsible for ensuring excellence in fiscal responsibility, budgeting, assist with human resources, facilities management, communication technology, and strategic financial planning. In this key senior management role, the successful candidate will provide financial and organizational leadership and be a catalyst in driving the financial performance of the organization. This position assures that these areas are maintained and in compliance with all applicable government statutes, regulations and contracts, as well as agency policies and procedures.

**ESSENTIAL FUNCTIONS**

- In coordination with the Chief Executive Officer ("CEO"), develops annual agency budget, presents proposed annual budget to the agency Board of Trustees ("Board") for final approval, monitors monthly performance against targets, and recommends budget revisions to the Board, if needed, based on actual and projected revenues and expenditures.
- Conveys fiscal information on a timely basis to the CEO.
- Prepares accounting and financial functions including payroll, accounts payable and cash management on a timely basis.
- Assures that all fiscal transactions are carefully and appropriately documented and filed, and that all records are maintained as required by law and are in compliance with federal, agency and accounting standards.
- Participates as a member of agency finance committee or other committees, as assigned.
- Prepares and submits monthly financial reports to the Board and discusses the reports at a scheduled Board meeting.
- Prepares the agency's accounting manual in consultation with the CEO and makes recommendations to the Board for periodic updates.
- Assists management with their understanding of financial matters.
- Identifies need for and provides periodic training on budgets, fiscal policies and procedures to the Board, the staff, and the PAIMI Advisory Council ("PAC").

- Continuously evaluates and analyzes the operations, records, and technology of the agency and makes recommendations to the CEO to maintain efficiency and effectiveness of the agency financial operations. Works with the CEO in developing suggested policies, procedures, and other documents.
- Completes and submits all required federal financial and payroll reports on a quarterly, semi-annual and annual basis as required by each granting agency.
- Assists staff with annual program performance reports.
- Makes recommendations regarding employee benefit programs, advises employees of eligibility for benefits and assures that they are receiving all Board-approved benefits. Works with the agency retirement plan administrators in the management of the agency plan.
- Maintains personnel records, including but not limited to, payroll, position and salary, vacation and sick leave, retirement, life, medical, short-term disability, HRA and Flex, and any other benefit records for each employee.
- Serves as the direct supervisor of the Support Specialist, performs a performance evaluation on an annual basis or more frequently, as necessary, and serves as the agency support back-up.
- Serves as point of contact for all equipment and building maintenance to include security system, HVAC, fire alarm and sprinkler systems.
- Serves as the agency's primary contact person with outside contracted IT services and assists with server back-ups, software installation, and reports any issues to contracted IT person.

#### **QUALIFICATIONS & MINIMUM EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in accounting. CPA license encouraged but not required.
- Eight to 10 years' experience in accounting, with at least 5 years with not-for-profit fund accounting.
- Experience with accounting software including but not limited to MIP Sage, Excel, and Microsoft 365.
- Strong management and supervisory administration skills.
- Experience handling confidential matters discreetly; flexibility with changing situations; and establish and maintain effective working relationships with employees, funding agency personnel, and the Board of Directors.
- Knowledge of personnel services including records, reporting requirements, fringe benefit programs, wage and hour regulations, workers' and unemployment compensation requirements.
- Experience performing complex assignments, prioritizing multiple tasks, meeting deadlines, and working well under pressure.
- Effective communication; both oral and written.
- Work experience with federal grant procedures required.
- Successfully complete state/federal background check(s) and any additional security level requirements as necessary from the Agency's federal, state, or private grantor programs.
- This position is considered key personnel and prior approval from SAMHSA, as specified in Grant Terms and Conditions, must be obtained.

#### **LOCATION and TRAVEL:**

**Location** – Cheyenne, Wyoming

**Travel** – The position requires occasional travel outside of the business day or weekend. Ongoing meeting and training opportunities are necessary throughout the year, although some meetings continue to be available virtually.

## EMPLOYMENT BENEFITS:

*P&A offers a competitive salary commensurate with experience. Fringe benefits include medical, vision, dental, life and AD&D, 401(k), FSA/HRA, accrued vacation and sick leave, and paid holidays. A relocation stipend will be negotiated.*

*P&A is an Equal Opportunity/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, protected veteran status, disability status, marital status, genetic information, or any other characteristic protected by law.*

*P&A serves under federally funded grant programs and is a drug free workplace.*

## APPLICATION PROCEDURE:

Documents and Information to submit:

1. **Cover/Introduction Letter** - include reason for applying for this non-profit, professional position and any salary requirements.
2. **Resume**
3. **List of at least three professional references** who can speak to your work. List names, phone numbers, and email addresses.

**Completed Information Packets for Consideration can be emailed to:**

**Search Committee**

[CEO@Wypanda.com](mailto:CEO@Wypanda.com)