

Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Chief Financial Officer

REPORTS TO: Executive Director

FSLA: Exempt

JOB SUMMARY:

Serves as Chief Financial Officer of the agency: manages all financial and human resources aspects of the agency including its activities and the relationships between the agency and its Board of Directors, students, parents, employees, community, government and industry. Coordinates and administers the agency's policies as defined by its Board of Directors. Develops operating policies and procedures and directs the work of all department managers. Implements and monitors the budget, monitors the quality of the agency's products and services and ensures maximum employee and client satisfaction. Secures and protects the agency's assets, including facilities and equipment. Manages all aspects of the agency's human resource asset pool.

ESSENTIAL DUTIES:

- Develops, maintains and disseminates a basic management philosophy to guide all agency personnel toward optimal operating results, employee morale and customer satisfaction.
- Plans, develops, approves, and/or directs the implement of general operational policies, programs, procedures, and methods established by the Board of Directors and the Executive Director.
- Coordinates the development of the agency's strategic and tactical business plans.
- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
- Complies with policies and procedures of Playmates Pre-Schools and Child Development Centers, Inc.
- Protects the confidentiality of all client information.
- Represents and maintains the philosophy of Playmates Pre-Schools and Child Development Centers, Inc.

OTHER DUTIES:

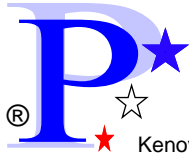
- Complies with policies and procedures of Playmates Pre-Schools and Child Development Centers, Inc.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the agency.
- Directs the writing and publishing of the agency newsletter and plans for intra-agency public relations.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

- Represents and maintains the philosophy of Playmates Pre-Schools and Child Development Centers, Inc.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Master's Degree in Business or Public Administration with at least 6 years of relevant supervisory experience or Bachelor's Degree in Business or Public Administration with at least 8 years of relevant supervisory experience.
- Extensive experience with computer program, including but not limited to Excel, is required.
- Experience in an early care and education field preferred.
- Communicates an understanding of accounting principles necessary to oversee a viable budget.
- Demonstrates ability to write successful grant proposals.
- Communicates effectively both orally and in writing.
- Philosophy compatible with the agency concept.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc.)
2. Demonstrates public presentation skills sufficient to act as an advocate for agency.
3. Demonstrates ability to develop an operating budget based on financial and trend data.
4. Demonstrates leadership skills to facilitate appropriate direction and supervision to managers and other agency staff.
5. Illustrates effective use of time management and organizational skills to manage multiple tasks.
6. Demonstrates an understanding of the federal and state fee reimbursement systems.
7. Illustrates effective communication skills by utilizing active listening skills i.e. reflection, tone of voice, etc.

PERFORMANCE INDICATORS:

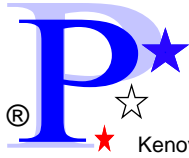
1. Develops, maintains and disseminates a basic management philosophy to guide all agency personnel toward optimal operating results, employee morale and customer satisfaction.
 - A. Oversees all agency departments and supervision of managers.
 - B. Formulates agency policy and procedure.
 - C. Reports to the Board of Directors, employees and volunteers.
 - D. Ensures utilization of agency services.
 - E. Maintains state licensure requirements and national accreditation standards.
 - F. Reports to the Board of Directors any deficiencies or recommendations from authorized regulatory agencies.
 - G. Acts as a liaison between the Board of Directors, employees, and volunteers.
 - H. Acts as ex-officio member of Board committees.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

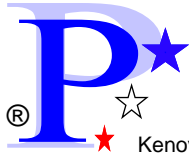
2. Plans, develops, approves, and/or directs the implement of general operational policies, programs, procedures, and methods established by the Board of Directors and the Executive Director.
 - A. Recommends changes in policies and procedures as necessary to the Executive Director.
 - B. Provides fiscal and legal advice to the Executive Director relative to the development and implementation of all agency policies and procedures.
 - C. Implements policies and procedures as approved by the Board of Directors and directed by the Executive Director. Maintains consistency and equity in the implementation of all policies and procedures.
3. Coordinates the development of the agency's strategic and tactical business plans.
 - A. Oversees development of SWOT analysis for each Center and agency program to develop needs and gaps analysis.
 - B. Assists in the development and implementation of programmatic strategies.
 - C. Develop new business strategies to enhance market share and improve overall performance.
 - D. Oversees preparation and recommends approval of an annual budget to the Executive Director.
 - E. Recommends fiscal adjustments as necessary.
 - F. Holds monthly budget meetings with all program directors to monitor financial plan progress.
4. Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
 - A. Participates and supports the strategic management process and all continuous improvement activities.
 - B. Retains responsibility for the integrity and accuracy of all personnel records.
 - C. Assists the Executive Director and/or Program or Site Directors in recruiting and hiring agency staff.
 - D. Retains responsibility for staff training in administrative areas; provides training assistance for programmatic training.
 - E. Manages the agency's compensation and evaluation systems.
 - F. Recommends staff discipline to Executive Director.
 - G. Recommends changes to personnel policy to Executive Director.
5. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
 - A. Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
 - B. Oversees the planning and implementation of community collaboration programs to educate target groups and the community at large.
 - C. Functions as primary proposal writer for all external submissions.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



Playmates Preschools & Child Development Centers, Inc.

Kenova 304-453-4858 Lavalette 304-523-4858 Huntington 304-522-4858 Buffalo 304-429-3988 Westmoreland 304-429-4851 Ceredo 304-908-3368 Ceredo Pre-K 304-453-5998 Westmoreland Pre-k 304-781-0053

- D. Ensures all externally-funded projects are financially managed according to local, state, federal, and/or agency requirements.
- 6. Complies with policies and procedures of Playmates Pre-Schools and Child Development Centers, Inc.
 - A. Reviews and recommend changes in policies and procedures.
 - B. Applies all policies and procedures equitably and consistently.
 - C. Follows disciplinary procedure when employees deviate from policy and procedures.
- 7. Protects the confidentiality of all client information
 - A. Abides by the policies regarding the safeguard and privacy of all client information.
 - B. Uses and discloses only the minimum required client information required to do the job.
- 8. Represents and maintains the philosophy of Playmates Pre-Schools and Child Development Centers, Inc.
 - A. Participates in professional and self-development by attending continuing education programs/inservcies.
 - B. Completes a self-evaluation annually for the Executive Director.
 - C. Illustrates being a team player by being available to perform other special tasks as assigned to assist with the mission and vision of Playmates Pre-Schools and Child Development Centers, Inc.
 - D. Represents agency to the media.
 - E. Represents agency in all legislative functions and relationships.
 - F. Participates in meetings, care conferences, and other meeting related to early care and education.

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: CFO

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	



Playmates Preschools & Child Development Centers, Inc.

Kenova 304-453-4858 Lavalette 304-523-4858 Huntington 304-522-4858 Buffalo 304-429-3988 Westmoreland 304-429-4851 Ceredo 304-908-3368 Ceredo Pre-K 304-453-5998 Westmoreland Pre-k 304-781-0053

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
STANDING			X	
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD		X		
IRREGULAR SCHEDULE		X		
OVERNIGHT TRAVEL	X			

WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE		X		
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR CHIEF FINANCIAL OFFICER AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME

DATE

SUPERVISOR NAME

DATE