

**Networks Northwest is actively searching for a driven leader with high integrity and a strong track record to fill our CFO opening. The CFO directs the day-to-day operation of all agency financial and quality assurance functions, according to policies and guidelines of law, regulations, and boards.**

**The position is based out of Traverse City. Networks Northwest delivers programs and services for the 10 counties of Northwest Michigan. Our primary service categories are: workforce development; business & economic development; and community development. Networks Northwest is the convening agency for the Regional Prosperity Initiative in these ten counties.**

**Some of the responsibilities of this position include, but are not limited to:**

- Interface with the Agency's CPAs, auditors, insurance agents, bankers, funding sources, and other external resource people as necessary to conduct agency business.
- Manage all insurance policies and related relationships; obtain and provide insurance ACORDS (proof of liability insurance) as needed for funding sources.
- Lead the accounting team's participation in single audits for both agencies and serve as the primary contact for the auditors.
- Oversee and manage the entire accounting system and accounting staff.
- Prepare monthly (at a minimum) financial reports for use by management, boards and funding sources.
- Provide management advice and support relative to finances for specific programs as needed.
- Develop and maintain cost allocation systems for functions that cut across multiple agency functions; facilitate monthly cost allocation processes.
- Oversee and ensure adherence to the agency's Procurement and Property Standards policy and implementation.
- Oversee and ensure adherence to all agency policies relative to financial management.

**Required Qualifications, Knowledge, Skills, and Abilities include:**

- Bachelor's Degree required. A Master's Degree in business, finance or related field is strongly preferred.
- Knowledge and experience with fund accounting strongly preferred.
- Ability to track, organize, and maintain detailed records.
- Excellent oral and written communication skills.
- Ability to work effectively as a member of a team.
- Ability to lead, supervise, instruct and convey change in a positive manner.

**Compensation and Benefits:**

This is a full-time salaried position. The employee is entitled to the Networks Northwest benefits package that includes: comprehensive health, dental, and vision insurance with employer paid premiums; life insurance; disability insurance, employer paid deferred compensation retirement package; paid vacation and personnel time, sick leave, and holidays.

**How to Apply:**

Interested candidates should email their **cover letter** and **résumé** to: [cristal.guinan@networksnorthwest.org](mailto:cristal.guinan@networksnorthwest.org).

Learn more about Networks Northwest and the job posting at [www.networksnorthwest.org](http://www.networksnorthwest.org)

**Networks Northwest is an Equal Opportunity Employer.**

Network Northwest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.