



National Law Enforcement Officers  
M E M O R I A L F U N D  
RESPECT. HONOR. REMEMBER.

**National Law Enforcement Officers  
Memorial Fund (NLEOMF)  
Job Description**

**Position:** Chief Finance Officer  
**Incumbent:** Open  
**Reports To:** COO  
**Direct Reports:** TBD

**Position Summary**

The Chief Finance Officer will be responsible for taking on a leadership role in financial decision-making that affects the National Law Enforcement Officers Memorial Fund and National Law Enforcement Officers Museum, and will provide strategic financial input to senior management. While overseeing the overall accounting process, the CFO plays a key role in developing and implementing financial procedures to improve and maintain the financial health of the organization.

**Primary Areas of Responsibility:**

- Oversees the process of bringing the Accounting and Finance function in-house from an outsourced function.
- Responsible for defining, implementing and ensuring compliance with appropriate financial controls.
- Provide strategic financial input and leadership in the development of NLEOMF's long-term plans.
- Oversee all accounting functions.
- Direct the review of accounting treatment of transactions determining options and selecting proper accounting treatment.
- Recommends operational and policy changes to the CEO, COO, and Board of Directors.
- Oversee the annual audit conducted by NLEOMF's external auditors.
- Oversee the preparation of the annual budget and updated financial projections throughout the year.
- On an ongoing basis ensure that the museum is meeting its financial objectives as set forth in the annual budget.
- Work closely with all departments to ensure that they are provided with financial reports that enable them to make sound business decisions.
- Work closely with program departments to help them understand the financial implication of programmatic decisions.
- Identify and implement cost savings initiatives.
- Manage the cash flow needs of the organization.
- Staff liaison for the Audit and Finance & Investment Committees.
- Oversee the investment advisor's tracking, monitoring and reporting of NLEOMF's investment portfolio, including analyzing investment performance, fees and cash needs. Ensure the implementation of all decisions made by the Finance & Investment Committee.
- Develop, foster and maintain client service approach in relationships with both internal and external constituencies.

## Qualifications and Requirements

- A minimum of ten to fifteen years of experience in financial and accounting management. CPA and/or an advanced degree required.
- Experience in a non-profit setting.
- Must possess strong accounting and financial skills and knowledge of systems, together with the interpersonal skills that support the “customer service” approach.
- Demonstrated strategic financial and analytical skills coupled with strong business acumen.
- A track record of identifying opportunities for improved efficiencies and cost control through the implementation of best practices.
- Experience with or exposure to the not-for-profit sector in a similarly significant and complex organization is preferred.
- Background with a major accounting firm a plus.
- Intelligent, energetic, motivated, and operationally-oriented person who is focused on achieving results on an accurate and timely basis.
- Analytical and capable of bringing creative approaches to his/her role and responsibilities.
- This person must possess sound problem solving and reasoning skills.
- Strong leadership and management skills essential.
- Individual must be sensitive to the museum’s culture.
- S/he will be expected to build and maintain effective working relationships with diverse constituencies, both internally and externally.
- Excellent interpersonal communications and presentation skills. Board, All Staff, rating agency presentations required.
- Must be a team player and is mindful of the need to work effectively with all levels of the organization in a collaborative style and with a service-oriented approach.
- A high degree of responsiveness.
- High degree of integrity.
- Is currently a Director of Finance or CFO.