



also known as:

Northeast South Dakota Community Action Program
Northeast South Dakota Economic Corporation

104 Ash Street East, Sisseton, SD 57262
Phone (605) 698-7654 Fax (605) 698-3038 www.growsd.org

ANNOUNCEMENT

CHIEF FINANCIAL OFFICER OPENING

GROW South Dakota has an executive career opportunity for a high-performing and strategically-minded Chief Financial Officer (CFO). As a member of the executive team, the CFO must be comfortable in a leadership and supervisory role and have the ability to clearly communicate across all levels of the organization. The ideal candidate would have a Bachelor's degree or higher in Accounting or Business Administration with 10 years of experience. A CPA is highly desirable. An understanding of nonprofit accounting, lending, and the OMB Uniform Guidance is required. The CFO position is located in our Sisseton, SD, office and would report directly to the CEO. GROW South Dakota offers a competitive compensation and benefits package and a stable work environment. Send application and resume to Grow South Dakota, 104 Ash Street East, Sisseton, SD, 57262 or info@growsd.org. Job description and application can be found at www.growsd.org. GROW SD is an equal opportunity employer.



GROW SOUTH DAKOTA is an Equal Opportunity Lender, Provider, and Employer

Complaints of discrimination should be sent to: USDA, Director, Office of Adjudication, 1400 Independence Ave SW, Washington DC 20250-9410

JOB DESCRIPTION
NESDCAP DBA GROW South Dakota
104 Ash St. E.
Sisseton, SD 57262

Job Title: Chief Financial Officer	
Reports to (Immediate Supervisor): Chief Executive Officers	
Revision Date:	March 2022

POSITION OVERVIEW: The prime responsibility of this position is to direct, maintain, and carry out the overall fiscal responsibilities and accounting requirements established by funding sources, apply sound business principles of general accounting systems and maintain such records and make such reports as are necessary for internal financial control and accountability for the NESDCAP, NESDEC and Grow South Dakota (Agency).

Job Requirements

- **Skills** – Must have strong accounting, computer, decision making, problem-solving, and organization skills.
- **Education** – Bachelor’s Degree or equivalent professional credentials including specific knowledge of non-profit accounting. Knowledge on Server and Network maintenance. Continuing education is required.
- **Experience** – Three years experience in finance, and one year in Networking.
- **Responsibility** – Oversee the complete set of financial records for NESDCAP, NESDEC, and Grow South Dakota, and related subsidiaries. Manage the Finance Department, including supervising four staff. Administer highest security measures for fiscal systems.
- **Complexity of Duties** – Must demonstrate judgment and initiative to make independent decisions directly related to financial management and technical support. Ability to handle multiple interruptions throughout work schedule.
- **Communication** – Must have good verbal and written communication skills.
- **Processes** – Ability to design and implement processes and procedures that provide guidance to the agency and fiscal department and maintain compliance with accounting standards.
- **Confidential Information** – Must demonstrate a high degree of confidentiality and discretion along with maintaining all client/partner information in the strictest of confidence.
- **Supervision of Others** – Will directly supervise finance staff.
- **Effort** – Requirement of a minimum of a 40 hour work week. All deadlines must be strictly adhered to in order to properly carry out the required workload.
- **Working Conditions** – This is an office position.

Essential Job Function:

*Maintain Separate Complete sets of Financial Books & Records that conform to standard accounting practices for NESDCAP, NESDEC and Grow South Dakota, and related subsidiaries.

*Prepare all Financial Reports as needed for the administration of the Agency(s), requested by the Board of Directors, the CEOs, or required by funding sources.

***Supervision**

- Supervise and lead fiscal staff to maintain exemplary practices for the Finance Department
- Train staff on the functions of their position and the fiscal department
- Provide technical assistance to staff in their positions
- Monitor and schedule workloads for fiscal staff
- Evaluate fiscal staff performance

***Maintain Agency Payroll**

- Oversee Fiscal Support Associate and/or Finance Director's payroll processing
- Monitor federal tax deposits
- Review and assist in preparing Quarterly and Annual Payroll Reports
- Monitor deductions
- Review coding for accuracy
- Provide backup in preparing payroll

***Issue Purchase Orders and approve bills for payment**

- Monitor Vouchers to ensure they are being reviewed by the Finance Directors and two authorized signors

***Oversee cash flow planning and ensure availability of funds as needed.**

- Monitor FDIC limits
- Review Bank Reconciliations Monthly

***Oversee General Ledger postings**

- Review all Adjusting Journal Entries Monthly for NESDCAP, NESDEC and Grow South Dakota
- Monitor General Ledger transactions for accuracy

***Oversee Monthly Invoices for Payment and monitor agency Cash Flow**

- Monthly CSBG, DOE, LIEAP, FSR/Draws
- NESDEC Billing
- Grow South Dakota Billing
- Review and approve monthly ACH batches
- Other Monthly Invoices per contracts

***Quarterly, Semi-Annual & Annual Program Reporting**

- Maintain tracking system to ensure all fiscal reports are completed by due date
- Prepare or oversee preparation of all NESDEC, NESDCAP and Grow South Dakota reports
- Prepare or oversee preparation of fiscal Dashboard reports

***Benefit Administration**

- Complete Renewal Information Requests
- Oversee Staff Enrollment/Termination
- Prepare Bids for Benefits as requested/needed
- Maintain details on Agency Health Insurance Plan
- Maintain detail on Agency Life/Short Term Disability/AD&D Insurance
- Maintain detail on Agency Dental Insurance Plan
- Maintain details on Agency Retirement plan
- Monitor contributions for accuracy
- Monitor Vacation/Sick/Holiday/Volunteer Time calculations

*Oversee Maintenance of Personnel Records

- Implement Personnel Action Changes
- Monitor file compliance
- Personnel filing
- Maintain Employee Census/Composition
- Track Staff training
- Monitor personnel updates

*Coordinate Agency(s) Audit/Finance Committee Meetings

- Schedule meeting dates
- Prepare committee meeting agendas
- Compile and mail committee packets out
- Record committee minutes
- Report to the Board of Directors as requested

*Coordinate the Development and Monitoring of Budgets

- Prepare or oversee the preparation of Annual budgets for NESDCAP, NESDEC, and GROW SD
- Assist Project Directors in preparation of their program budgets
- Assist in preparing budgets for funding applications
- Monitor expenditure variances

*Annual Audit

- Prepare Request for Proposals for Audit Services per policy bidding schedule
- Ensure Engagement Letters are in place
- Schedule Audit with Auditors
- Oversee preparation of audit schedules for NESDCAP, NESDEC, and Grow South Dakota
- Ensure all records are up to date
- Draft the financial statements for the auditors' review when agreed upon with audit firm
- Review audit drafts in detail for errors/corrections once returned by auditors
- Complete 990 information for Auditors (NESDCAP, NESDEC, and GROW SD)
- Review 990 drafts in detail for errors/corrections
- Review agency SF-SACs

* Program Audits

- Coordinate Fiscal Department to prepare document requests for Program Audits
- Monitor program audits and report them to the CEOs and Audit/Finance Committee

*Grants and Contracts

- Maintain Grant files
- Review contracts for compliance issues
- Monitor budgets and expenditures

*Fiscal Policies and Procedures

- Maintain Agency Fiscal Policies and Procedures to ensure they are kept up to date
- Ensure maintenance of appropriate internal controls
- Maintain knowledge of current accounting standard changes and implement as appropriate

*Risk and Fraud Assessment

- Maintain the Agency's Risk and Fraud assessment
- Review Annually with Management and Board of Directors

*Maintain Agency(s) Insurance Policies

- Monitor insurance billings for accuracy
- Oversee schedules for agency property including vehicles, drivers, and property locations
- Oversee completion of the annual renewal package request for information
- Monitor Workers' compensation policies, including claim submission
- Monitor Certificates of Insurance needed for funding agencies

*Coordinate Agency Technology with GROW SD's Technology Team

- Coordinate with a third-party vendor for Small Business Server
- Procure Software
- Track Software Licensing
- Procure Workstation upgrades
- Oversee Exchange Server Vendor

*Oversee Agency Cell Phones

- Order new cell phone lines or replacement phones as needed
- Act as company liaison with vendors for billing inquiries and changes
- Assist in troubleshooting cell phone issues

*Asset Management and Inventory

- Maintain capitalized asset inventory logs
- Maintain inner-office inventory for non-capitalized items

*Attend Meetings to report Financial Matters

- NESDEC/GROW South Dakota Loan Committee
- Housing Loan Committee
- Board of Director Meetings as requested
- Audit/Finance committee Meetings

*Keep informed about National, Regional, and State financial policy requirements and train the appropriate staff members of any changes.

*Any other duties as mutually agreed up by the Chief Financial Officer and CEOs.

*A banker's vacation for at least one week is required for this position.

*Strive to meet agency strategic plan goals.

Time management practices are necessary for all aspects of work. This agency reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as mutually agreed upon with the CEO.

Signature of employee:

Date:



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038
 Website: growsd.org Email: info@growsd.org

Application for Employment

Date _____

Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Employment Position Desired _____ Date you can start _____ Salary desired _____

Are you interested in working Full or Part Time? Full time _____ Part time _____

Education History

Schools	Name and location of school	Years attended	Did you graduate	Subjects studied
High School				
College				
Trade, Business or Correspondence School				

U.S. Military or Naval Service:	Rank:
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Subjects or special study/research work or special training/skills:

Are you willing to work overtime if required? Yes _____ No _____

Can you travel if a job requires it? Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____



Are you currently employed? Yes___ No___

If so, may we inquire of your current employer? Yes___ No___

Employers (List below last three employers, starting with most current one first)

Month and Year	Name and address of employer	Salary	Position	Reason for Leaving	Work performed and job duties
From					
To					
From					
To					
From					
To					

References (Give the names of three individuals not related to you, whom you have known at least one year.)

Name	Address	Phone #	Business	Years Known

Are you a U.S. Citizen? Yes___ No___

If no, do you have a work authorization number? Yes___ No___

Have you ever been convicted of any felony? Yes___ No___

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes___ No___

If yes, please explain: _____

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date_____

Signature_____

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and ethnicity of applicants on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.”

I do not wish to furnish the information.

Race: (Mark one or more)

White _____
Black or African American _____
American Indian/Alaska Native _____
Asian _____
Native Hawaiian or other Pacific Islander _____

Ethnicity: (Mark one)

Hispanic or Latino _____
Not Hispanic or Latino _____

Gender: Male _____ Female _____

_____ Information provided by management