



## Full Time Chief Financial Officer

### Description

**Variety The Children's Charity of St. Louis** is a non-profit organization dedicated to serving the St. Louis community since 1932. The organization has helped thousands of children with disabilities say "I can" by providing them with vital medical equipment, as well as educational, therapeutic and recreational programs such as the annual Adventure Camp and Variety Children's Theatre. The organization also distributes grants to more than 80 qualified partner agencies throughout the St. Louis area to provide programs to help children with disabilities reach their full potential by providing services *every time they need assistance*.

### Position Responsibilities

- Prepare timely monthly financial statements
- Work with CEO to produce a budget
- Perform critical calculations surrounding payroll and benefit expenses along with applicable monthly reports
- Prepare reports for the finance committee and Board of Directors meetings
- Prepare summary worksheet for Variety International reporting form
- Review policies and procedures for financial operations and ensure adherence
- Assist in preparation of information for external audits
- Provide special financial reports as needed to CEO and Finance Committee

### Requirements and Qualifications

This highly detailed candidate will be comfortable working in a team-oriented environment along with possessing the following experience, skill set and attributes:

- Bachelor's Degree in Accounting or a related field required
- Certified Public Accountant required
- 5 years working experience in non-profit accounting required
- Outstanding analytical and problem solving capabilities
- Proficiency in Microsoft Office required
- Previous experience with Quickbooks, Raisers Edge, or other non-profit systems required
- Working knowledge of FASB rules for not-for-profits and federal taxation of non-profit organizations

- Good interpersonal skills and mature work ethic
- Excellent organizational skills and ability to prioritize tasks
- Detail oriented
- Ability to speak clearly, logically and concisely
- Communicate honestly and regularly with CEO
- Patiently determined and focused on continuous improvement of the organization and its goals and mission

### **Benefits**

We value our employees' time and efforts. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **To Apply**

Please submit your resume and cover letter with salary requirements to [patty@varietystl.org](mailto:patty@varietystl.org) or mail to Patty Haeffner, Variety The Children's Charity of St. Louis, 2200 Westport Plaza Drive, St. Louis, MO 63146. Qualified candidates will be contacted by phone and/or e-mail to schedule a mutually acceptable interview date and time.