



METROPOLITAN WASHINGTON Council of Governments

CHIEF FINANCIAL OFFICER

ABOUT COG

For more than 50 years, the Metropolitan Washington Council of Governments, known as COG, has helped develop regional solutions to such issues as the environment, affordable housing, growth and development, public health, child welfare, public safety, homeland security, and transportation. Founded in 1957, COG is an independent, 501c3 nonprofit association comprised of elected officials from 23 local governments, members of the Maryland and Virginia state legislatures, and members of the U.S. Congress. COG is supported by financial contributions from its participating local governments, federal and state grants and contracts, fee-for-service contributions, and donations from foundations and the private sector. The new CFO will ensure a vibrant, healthy financial outlook for COG today and in the future.

POSITION OVERVIEW

MWCOG is an association of local governments in the metropolitan Washington, D.C. area. Every month, more than a thousand officials and experts come to COG to make connections, share information, and develop solutions to the region's major challenges. Annual revenue is \$44 million, with approximately 73% coming from federal and state awards and agreements. Additional support is provided by member dues, regional fees, and a variety of other funding sources. MWCOG prepares governmental financial statements and follows OMB administrative guidelines for local governments. More information is available at <https://www.mwcog.org>.

THE OPPORTUNITY

COG is a complex nonprofit with multiple governmental funding sources. The next CFO will be a seasoned manager with broad finance experience who will possess the skills to support COG's regional programs and thus improve the quality of life in the metropolitan region.

***COG's Region Forward** is a commitment by COG and its member governments, who together seek to create a more accessible, sustainable, prosperous, and livable National Capital Region. COG's mission is to make Region Forward happen by being a discussion forum, expert resource, issue advocate, and*





SUMMARY AND NATURE OF WORK

The Metropolitan Washington Council of Governments (MWCOC) is seeking an experienced Chief Financial Officer (CFO) to join our executive team. As the business manager of the organization, the CFO directs financial affairs, advises senior management on fiscal and budget issues, and provides strategic business planning. As the head of the Office of Finance and Accounting, the CFO is responsible for timely and accurate preparation and analysis of financial reports, preparation and monitoring of the annual budget, management of cash and investments, oversight of the annual single audit, compliant and efficient contract and purchasing policies and procedures, and optimal use of the Deltek Costpoint accounting system. The CFO heads a department of fourteen staff, and directly supervises the Controller, Purchasing and Facilities Manager, and Senior Project Accountant.

Examples of specific tasks include, but are not limited to, the following:

Candidates should be able to provide examples of experience and success in most of the areas described below:

Business Management

- Direct the financial affairs of the organization
- Develop, implement and monitor fiscal policies and goals
- Advise senior management on financial and budget issues
- Short-term and long-term forecasting and planning
- Review business plans and options to ensure they are grounded in solid financial criteria, and provide insight and analysis to support recommendations and decisions

Financial Reporting and Processes

- Ensure accurate and timely financial reports and information
- Maintain effective internal controls to reduce the chance of error, fraud, or misstatement
- Continually improve process efficiency
- Manage cash flow to ensure funds are available for business needs, including management of surplus cash and banking relationships
- Maintain and improve best practices in financial reporting
- Ensure timely completion of the annual audit
- Maintain and improve the ability of COG's accounting, contracting, purchasing, billing, and related systems to capture and generate information needed for financial, grant, project and contract management by continually improving the use of technology tools
- Responsible for accounting policies and practices
- Responsible for optimal use of the Deltek Costpoint accounting system

Budgeting, Financial Planning, and Analysis

- Develop a comprehensive, supported budget that can be used as a management tool and provide meaningful comparisons to actual expenses and programmatic plans
- Work with department directors to continually monitor activities and spending, and ensure compliance with the approved budget

**SUMMARY AND NATURE OF WORK** *cont.***Other Duties and Responsibilities**

- Ensure administrative compliance with federal and other awards
- Provide information and support to the Audit Committee, Budget and Finance Committee, and the COG Secretary-Treasurer
- Ensure adequate staffing and training in the Office of Finance and Accounting to maintain and improve the ability of the office to add value in support of MWCOG's programs and activities

COMMUNICATION SKILLS

Must have the communication capabilities needed to be a successful collaborator, consultant, communicator, and leader, along with the ability to read, analyze, and interpret financial reports, policies, regulations, accounting standards, and legal documents. Ability to provide meaningful context for complicated reports and business strategies to multiple stakeholders, many of whom do not have financial backgrounds. Experience presenting information to top management, public groups, and the board of directors.

SUPERVISORY RESPONSIBILITIES

Manage and supervise a team of accounting, procurement and facilities staff, with responsibility for overall direction, coordination, and performance of the Office of Finance and Accounting. Directly oversee the work of the Controller, Contracts and Purchasing Manager, and Senior Project Accountant, and occasionally contract and temporary personnel. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing; hiring, training employees, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMPREHENSIVE BACKGROUND INVESTIGATION

Because of the nature of this position, utmost integrity is required, as well as successful completion of a comprehensive reference and background investigation.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Self-motivated, with the ability to effectively manage a team with multiple priorities and deadlines
- Strong critical thinking and problem-solving skills
- Organized team player who is considerate, and excels at working collaboratively with others
- Strong work ethic with high personal standards for quality of work
- High degree of ability to think “big picture”
- Excellent organizational and time management skills
- Recent experience with Deltek Costpoint
- High degree of proficiency in Microsoft Office Suite, especially Excel
- Considerable knowledge of contracts and purchasing in a governmental environment

EDUCATION AND EXPERIENCE

- Master’s in Business Administration, Finance or closely related field. Current CPA or CGFM certification highly desirable. An equivalent combination of education and experience may be substituted for a Master’s degree.
- 10 years of progressively responsible professional experience in financial management, analysis, accounting, auditing, budgeting, and forecasting, which includes at least three years in a governmental organization (local, state, school district, council of governments, etc.)
- 10 years of experience utilizing sophisticated and complex accounting software packages such as Deltek Costpoint, Intacct, Solomon, MS Dynamics GP, NetSuite, or similar applications
- 7 years of experience as a section or department head of an accounting office, with success in leading a diverse team
- Demonstrated ability and experience in effectively and professionally communicating with a variety of stakeholders, both verbally and in writing, and making formal and informal presentations to management, boards, and committees
- Thorough knowledge of regulations, policies, and procedures which apply to governmental accounting, finance, and federal awards, including OMB 2 CFR 200
- Experience working as an essential business partner and advisor to management

CHARACTERISTICS OF THE IDEAL CANDIDATE

- Experienced with governmental fund accounting and federal and state regulations related to grants.
- Skilled and able to prepare and present complex budgets and financial reports to a wide variety of internal and external stakeholders.
- Adaptability sufficient to accommodate differing financial and budgetary needs of internal Program Managers (Department Heads).
- Exceptional oral and written communication skills
- A “straight shooter” whose primary goal is the financial health and stability of MWCOG and whose advice is reflective of that.
- Strong technical/leadership/management knowledge capable of managing an 11-member staff and willing to personally perform work when required.
- Adept at financial forecasting.
- Able to work very effectively with Board Committees (Audit & Budget & Finance) as well as the Executive Director and the Secretary/Treasurer of the COG Board.

Challenges & Opportunities

- MWCOG is a member organization which operates like a governmental agency. Revenue comes from membership fees, some fees for service and from various grants from state and federal governments.
- Continue to provide skilled management of the Finance Department and effective leadership over its employees.
- Continued improvement of the MWCOG’s financial systems and the Finance Department’s customer services.
- Continued proper management of MWCOG’s 5-year capital plan and its reserve funds for operating and capital budgets
- The diversity and complexity of the services provided by MWCOG and its funding sources, the required accounting and records systems are equally diverse, complex and challenging.



SALARY AND HOW TO APPLY

The search is open until filled with preferred filing date on or before
Wednesday, August 7, 2019

The starting salary range is
\$148,000—\$190,000 DOQ
(Grade 14)

COG offers exceptional benefits. Final salary is dependent upon negotiation and based upon education, training, and experience.

Applications should be made electronically.

Please submit in confidence your resume, cover letter, and salary history requirements to:

BY E-MAIL:

CFOSearch@mwkog.org

BY MAIL:

Slavin Management Consultants
3040 Holcomb Bridge Rd, Suite A-1
Norcross, GA 30071
770-449-4656
770-416-0848 (fax)

COG is a EEO EMPLOYER

Women and Minorities are Highly Encouraged to Apply