



Tony La Russa's  
**Animal  
Rescue  
Foundation**

**Job Title:** Chief Financial Officer  
**Reports to:** Executive Director  
**Department:** Finance  
**FLSA Classification:** Exempt  
**Updated:** September 2019

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ARF is seeking an executive with strong leadership, change management, and communication skills to drive profitability in a high performance nonprofit. The Chief Financial Officer (CFO) will partner with the executive leadership team in strategic decision making to enhance our quality programs and build capacity.

This newly created position is envisioned for an individual who is able to craft and implement plans for continued growth at ARF and the services provided in support of our mission of "People Rescuing Animals...Animals Rescuing People.®" The role is intended for a driven individual who has the skillset to excel in animal welfare. The individual applying for this position should understand budgeting and finance, have the ability to manage employees, and work with volunteers and members of the general public. The position is for someone who wants to rise to the top of their chosen occupation.

The CFO will maintain and improve ARF's financial health and report to the executive director. The successful candidate will be a hands-on leader and will propel an internal team to support finance, financial planning and budgeting, human resources, and volunteer services.

#### Accounting

- Serve as an advisor to the executive director on strategic initiatives and evaluate financial performance of the organization with regard to long term operational goals, budgets and forecasts.
- Responsible for the overall financial operations and ensure financial operations are in accordance with Generally Accepted Accounting Principles (GAAP) and IRS nonprofit accounting guidelines and regulations.
- Skillfully navigate banking relationships and investment accounts to ensure performance, cash flow and adequate cash reserves.
- Review financial performance, monitor budget variances and capital expenditures.
- Prepare, deliver reports to and interface with Board of Directors.
- Evaluate financial performance of the organization with regard to long term operational goals, budgets and forecasts.

- Develop and maintain monthly operating budget and annual company operating budget.
- Oversight of internal controls, accounts, ledgers, and reporting systems ensuring compliance with GAAP and local statutory requirements
- Ensure donations, trusts, wills are properly recorded and tracked, including charitable remainder trusts and similar instruments.

#### Human Resources

- Oversee staff and functions including unemployment claims, labor law questions, disability claim questions, hiring and termination paperwork, onboarding, workers compensation, etc.
- Work to position organization as an employer of choice.
- With human resources manager, responsible to review and recommend organizational strategy for total compensation for employees including job classification program, salary management, benefits management, and employee recognition programs. Evaluate external training for managerial, supervisory, and employee needs with department staff.

#### Volunteer Services

- Work with volunteer services director to develop community partnerships, sustain and expand volunteer programming, and opportunities.
- Ensure essential support and infrastructure for the success and retention of volunteers, including vetting of skills, appropriate placement, onboarding, supervision, and recognition.
- Monitor volunteer recruiting, training, management, and retention goals and metrics.
- With volunteer services director, ensure volunteer talent is leveraged to advance programs and operations.

#### Institutional Obligations

- Lead departments, providing vision, direction, problem solving and oversight to all aspects and functions. Direct supervision of three positions.
- Participate in strategic planning process and serve as a member of the executive leadership team.
- Establish and achieve departmental goals in alignment with strategic plan. Maintain and report statistics, data and outcomes information consistent with strategic plan.
- Establish or recommend to executive Director and Board of Directors major economic strategies, analyses and objectives.
- Responsible for ensuring staff and department volunteers comply with all Federal, State, and local safety regulations and laws, as well as ARF policies and guidelines.
- Perform duties in a manner which encourages attainment of goals, contributions and business for ARF and its programs.
- Maintain the confidentiality of all information.

- Follow safe driving practices and obey all traffic laws while operating any ARF vehicle.
- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to ARF.
- Perform other duties as assigned.

**Education:**

Four-year college degree with preferred emphasis in accounting, business administration, management and/or human resources. An advanced degree would be preferred.

**Experience, Abilities and Qualities Required:**

- At least 10+ years' experience, with at least five (5) years managing the finance and human resources administration of a \$5M+ organization or business unit required.
- Experience leading people and teams to deliver strong talent, high workforce engagement, and business results.
- Experience managing diverse teams and leading effective planning efforts in organizations with multiple functional areas of oversight. Ability and proven capability to manage multiple areas of responsibility concurrently.
- Experience effectively communicating key data, including presentations to executive leadership, the Board or other outside partners/influencers/clients.
- Excellent analytical skills, and ability to identify and access ARF's issues/opportunities. Enjoys problem solving within existing resources; does not rely on additional dollars to resolve problems.
- Effective written and verbal communication skills.
- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous, and tactful manner at all times.
- Knowledge of and experience with accounting software and HRIS systems.
- Mature-minded, good judgment and professional personal appearance.
- Must have a valid California Driver's License and must not have more than two at-fault incidents in a three-year period and no major at-fault violations in the last ten years.
- Must be able to pass a background check.

**Hours:**

Full-time time: 40 hours per week. Weekend and evening work may occasionally be required.

**Compensation:**

We offer a competitive salary, as well as a comprehensive benefits package, including medical/dental/vision coverage, paid time off, 403(b), continuing education allowance, and personal pet care discount.

**To Apply:**

Please send resume and completed employment application to [jobs@arflife.org](mailto:jobs@arflife.org).