

CASH DEPOT, LTD

Job Description Created/Revised as of: 1-6-2020

Job Title:	CFO		
Position Overview:	The CFO will be responsible for taking on a leadership role in financial decision-making that affects our company, and will provide strategic financial input to senior management. While keenly overseeing the overall accounting process, the successful CFO will play a key role in developing and implementing financial procedures to improve and maintain the financial health of our company and other business ventures.		
Reports to:	David Charles, Sr.	Title:	President
Division:	Accounting	Department:	Accounting
Type of position:	Hours: <u>40</u> / week Rate: 19.23-26.44		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		
ESSENTIAL JOB FUNCTIONS:			
The successful candidate will:			
<ul style="list-style-type: none">• Develop and execute the financial strategy of the company• Oversee financial controls and accounting procedures• Ensure full transparency over the financial performance of the company• Provide advice on how to increase revenue and reduce costs• Effectively and clearly communicate potential risks in a timely manner• Propose action plans to ensure that annual financial objectives are attained• Support the President and Senior Mgmt. with the preparation of monthly and annual financial plans• Ensure speed and accuracy of billings, client payments all tax payments and documentation as required			
Key Competencies of the individual will include:			
<ul style="list-style-type: none">• Bachelor's Degree in Accounting, Finance or related field (MBA preferred)• Professional accounting designation (CA, CMA or CPA)• 10+ years of experience in a senior financial managerial position• Advanced computer skills, including proficiency in MS Office and Microsoft Dynamics SL financial reporting software• Results-oriented, strategic thinker and planner• Communicate Effectively: Develop and deliver multi-mode communications that convey a clear understanding of the unique needs of different audiences• Instill Trust: Gain the confidence and trust of others through honest, integrity and authenticity• Customer Focus: Build strong customer relationships and deliver customer-centric solutions• Organizational Savvy: Maneuver comfortably through complex policy, process and people related organizational dynamics			

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REQUIRED EDUCATION AND EXPERIENCE:

Key Competencies (continued):

- **Build Effective Teams:** Build strong identity teams that apply diverse skills and perspectives to achieve common goals
- **Drive Engagement:** Create a climate where people are motivated to their best to help the organization achieve its objectives
- **Drives Results:** Consistently achieves results, even under tough circumstances
- **Decision Quality:** Make good and timely decisions that keep the organization moving forward
- **Plans and Aligns:** Plan and prioritize work to meet commitments aligned with organizational goals
- **Ensures Accountability:** Holding self and others accountable to meet commitments

OTHER SKILLS / ABILITIES:

- **Instill Trust:** Gain the confidence and trust of others through honest, integrity and authenticity
- **Customer Focus:** Build strong customer relationships and deliver customer-centric solutions
- **Organizational Savvy:** Maneuver comfortably through complex policy, process and people related organizational dynamics.
- Experience in a transactional and Cash Management business preferred.
- Excellent communication skills (written and verbal) and interpersonal skill

Work Environment

This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.

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<p>Physical Demands</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear, stand or sit for extended periods and work with a phone and computer screen. The employee frequently is required to walk; use hands to finger, handle or feel; and reach with hands and arms.</p> <p>The employee is occasionally required to stoop, kneel or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.</p> <p>Position Type/Expected Hours of Work</p> <ul style="list-style-type: none"> This is a full time position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm, overtime as needed. <p>Other Duties</p> <ul style="list-style-type: none"> Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. 			
APPROVED BY:		DATE:	