



POSITION DESCRIPTION

Position:	Chief Financial Officer
Department:	Core
Location:	Washington, DC
Reports to:	President and CEO

Summary:

BSA | The Software Alliance is the leading advocate for the global software industry before governments and in the international marketplace. Its members are among the world's most innovative companies, creating software that supports the economy and improves modern life. With headquarters in Washington, DC and operations in more than 60 countries around the world, BSA pioneers programs that promotes best practices for software use and advocates for public policies that foster software innovation and drive growth in the digital economy.

As a key member of the Executive Management team, the Chief Financial Officer will report to the President & CEO and assume a strategic role in the overall management of BSA, the trade association and its related entities, including its wholly-owned for-profit arm (BSA Software Services, Inc.) and Software.org: the BSA Foundation. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization. This will include direct responsibility for accounting, finance, forecasting and on the financial components of the strategic planning process.

The CFO is a critical member of the senior leadership team. The CFO provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives. Directs and oversee all aspects of the Finance & Accounting functions of the organization. Evaluates and advises on the impact of long range planning, introduction of new programs/ strategies and regulatory action. Provides President & CEO and senior leadership team advice on the financial implications of business activities. Manages processes for financial forecasting, budgets and consolidation and reporting to the organization. Provides recommendations to strategically enhance financial performance and business opportunities.

Key Responsibilities:

Strategy, Planning and Management

- Act as Chief Financial Officer and strategic business partner to senior leadership team.
- Assess and evaluate financial performance of organization with regard to long-term operational goals, budgets and forecasts.

- Provide insight and recommendations to both short-term and long-term growth plan of organization.
- Manage IT systems and, where appropriate, identify, acquire and implement new systems and software to support critical financial and operational needs.
- Evaluate departments and make suggestions for automating processes and increasing working efficiency.
- Communicate, engage and interact with Board of Directors, CEO, Chief of Staff & Vice President, Operations and Executive Leadership Team.
- Create and establish yearly financial objectives that align with the company's plan for growth and expansion.
- Participate in pivotal decisions as they relate to strategic initiatives and operational models.
- Interact with and bring department into line with Board of Directors' plans, initiatives and recommendations.

Financial Analysis, Budgeting and Forecasting

- Prepare and present monthly financial budgeting reports including monthly profit and loss by division, forecast vs. budget by division and weekly cash flow by division.
- Review and analyze monthly financial results and provide recommendations.
- Develop and maintain monthly operating budget and annual company operating budget.
- Provide timely and accurate analysis of budgets, financial trends and forecasts.
- Manage financial planning and analysis process and department. Supervise the creation of reports, software implementation and tools for budgeting and forecasting.
- As necessary, identify, develop and execute analysis of business initiatives, or new service offerings.
- Accounting, General Ledger, Administration and Operations
- Supervise the accounting department to ensure the proper functioning of all systems, databases and financial software. Provide regular maintenance and backup of all accounting systems and supervise company financial staff.
- Review and ensure application of appropriate internal controls, and financial procedures.
- Ensure timeliness and accuracy of financial and management reporting data for Board of Directors and other key stakeholders.
- Oversee the preparation and communication of monthly and annual financial statements.
- Oversee the preparation and timely filing of all tax returns.
- Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
- Monitor and, where appropriate, enhance and implement new/upgraded financial and accounting systems, processes, tools and control systems.
- Develop and manage accounting staff
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Serve as a key point of contact for external auditors; Manage preparation and support of all external audits.

Financial Management

- Manage cash flow planning process and ensure funds availability

- Oversee cash and investments management.
- As necessary, explore new investment opportunities and provide recommendations on potential returns and risks.
- Maintain outstanding banking relationships and strategic alliances with vendors and business partners.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the organization's plans and operating budgets.
- Financial Relations and Policies
- Engage senior leadership team and/or board of directors to develop short term and long term plans, projections and budgets.
- Represent organization to banks and auditors.
- Remain current on audit best practices as well as state, federal and local laws regarding company operations.

Finance, Accounting and IT Team Management

- Mentor and develop a team of 10 senior managers and/or directors, managing work allocation, systems training, performance evaluations, and the building of an effective and efficient team dynamic.
- Cash Management
- Oversee weekly cash management and AP Department, approve large payables, sign checks, authorize large wires and ACHs
- Supervise Accounts Receivable management and provide guidance relating to the collection process.

Professional Experience and Qualifications:

- CPA required
- 10+ years of experience, trade association and corporate experience preferred
 - 6-10 years minimum experience as CFO or senior leadership position; 10-14 years + experience in accounting/finance
- Master's degree or higher preferred in accounting, business administration, economics, or finance.
- Background coordinating with I.T. staff to manage and/or upgrade accounting system. Systems implementation experience preferred.
- Experience working with external auditors, internal controls and compliance-related issues preferred.
- Demonstrated leadership ability, confidence and executive presence with the ability to motivate staff.
- Calm and moderating presence.
- Excellent analytical, reasoning and problem-solving skills
- Impeccable integrity
- Strategic and tactical, a thinker and a doer
- Hands-on and detail-oriented
- Practical/Common sense
- Strong management and communication skills

About BSA Benefits:

BSA recognizes that benefits play an important role in your selection of an employer. We offer generous benefits including many unique benefits and perks to our employees in locations around the world and encourage everyone to live a healthy, balanced life. Our comprehensive benefits include:

- Generous health, disability and life insurance
- Exceptional 401k plan employer contributions

- Year-end office shut down between Christmas and New Year's
- Three weeks' paid sabbatical every five years
- Generous paid maternity and bonding leave
- Emergency backup child care
- Health/Fitness and Financial/Tax Advice allowance
- Professional development, continuing education (including tuition reimbursement) and training
- Casual dress

How to Apply:

To apply for this position, please submit your resume and cover letter to careers-americas@bsa.org. Include the position title and location in your Subject Line.

BSA is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at BSA | The Software Alliance!

Posted: September 15, 2017