CFO Consultant for Hire Job Description

Duties of the CFO Consultant include the following:

**Monthly**
1. Record payroll and related disbursements (flex spending, 401K, taxes, etc.)
2. Allocate expenses to active capital campaigns and Wisconsin Book Festival
3. Review and correct coding of cash disbursements
4. Review Raiser’s Edge batch detail for each deposit for accuracy of coding in QB and make adjustments as needed
5. Prepare schedule of bank transfers to move donor-restricted receipts to the proper bank account
6. Reconcile bank statements
7. Review a sample of checks written during the month for authorized signature, and agree payee and amount to QB records
8. Adjust promise to give accounts in QB for monthly activity (pledge payments and new pledges)
9. Reclassify releases of restriction and donor-restricted contributions; maintain an Excel schedule detailing restricted fund balances and agree the total to the balance in QB
10. Update Library Management Team report showing amounts available by branch and by project, and respond to questions from foundation and library staff on report
11. Provide cash management assistance to maintain adequate balances in accounts
12. Insure that FDIC limits are maintained and instruct ED to move funds to ICS or CDARS as needed
13. Participate in finance committee meetings (bi-monthly)
14. Prepare two sets of financial statements:
   a) Detailed financial statements for the finance committee
   b) Summarized financial statements for the Board
   c) Narrative that summarizes monthly and year-to-date measures of financial performance

**Quarterly**
1. Record MCF endowment fund activity and reconcile each endowment fund’s balance to QB
2. Transfer funds to MCF endowments from donor gifts

**Annually**
1. Direct preparation of operating budget (Fall)
2. Prepare workpapers required for the Foundation’s annual audit
3. Review records of cash receipts and disbursements of branch library friends groups that operate under the Foundation’s tax-exempt status
4. Assist with conduct of the audit, and review and approve drafts of audited financial statements and Form 990
As needed

1. Reconcile event and campaign revenue and expenses in QB to records maintained by Foundation staff (Ex Libris, Lunch for Libraries, capital projects and events, and others)
2. Work with Executive Director to develop information required for donor meetings, grant solicitations and reports, and more
3. Communicate with ED and Treasurer on questions related to finance manners in a timely manner (within 24-48 hours)
4. Provide guidance on improved preparation and presentation of financial statements for board and finance committee review
5. Provide guidance and corrections to bookkeeper and donor relations manager on questions and concerns on reports
6. Assist with reporting on special items, such as a PPP loan, or other emergency financial items

Provide proposal of ability to fulfill the above duties and submit to:

Jennifer Jeffress, Executive Director
jjeffress@mplfoundation.org
Questions: Call Jenni at 917.838.9233
Proposal deadline: June 30, 2020
Include staffing, cost, planned activities and references