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## Chief Financial Officer

**Company Name:** Lansing Economic Area Partnership (LEAP)

**Compensation:** Salaried in \$85,000 - 100,000 range commensurate with demonstrated skills and experience.

**Benefits:** Possibility of performance pay; premium-free medical, dental, and vision coverage; 401(k) match program with a 6% match within one month of employment; a diverse, dynamic, and flexible environment; generous personal time allowance and holiday leave, including 80 PTO hours immediately following 90-day introductory hire period and continued accumulation after that; hybrid and flex schedule options.

**Location:** LEAP's office is located in a historic redeveloped building in the heart of the REO Town district with free parking, immediate access to the River Trail, and a short walk or bike ride to downtown Lansing.

**Position Type:** Exempt (full-time)

**Background and Credit Check:** The nature of this position requires voluntary agreement to a third-party background and credit check prior to issuance of a formal employment offer.

**COVID Vaccination Policy:** Excepting medical or religious exemptions, LEAP employees are required to be fully COVID-19 vaccinated and boosted.

**Direct Reports:** None

**Reports to:** Bob Trezise, President and CEO

**Application Deadline:** Open until filled.

### Position Description

The Lansing Economic Area Partnership (LEAP) is seeking an experienced, collaborative, financial steward to serve as its next Chief Financial Officer (CFO). As a critical member of LEAP's executive leadership team, the CFO is a hands-on position that involves directly performing and leading all aspects of organizational finance with limited assistance.

The CFO is a highly visible position that leads all daily finance operations for LEAP, Inc., a 501(c)6 nonprofit corporation, LEAP Foundation, a 501(c)3 nonprofit corporation, LEAP, Inc. subsidiaries, and the Lansing Regional SmartZone, a component unit of the City of Lansing, the City of East Lansing, and Ingham County, with functional responsibility for all accounting/financial services, oversight and approval of all accounts payable and accounts receivable, employee payroll/benefits, and all financial aspects of grants, contracts, and membership administration.

The CFO is responsible for and directly assists with preparing, analyzing, and interpreting financial reports for management information and control. The CFO serves as the principal liaison to the external auditor and ensures the correct internal control systems and procedures are in place to support effective program implementation, monitor income and expenses to board-approved budgets, and conducts unflawed audits and financial reporting. This position works closely with the President and CEO to assist with LEAP's annual fundraising campaign, provides guidance regarding revenue enhancement and cost containment strategies, and oversees organizational budget development.

The ideal candidate will possess a strong sense of commitment, teamwork and diversity, equity, and inclusion; relevant professional experience with complex nonprofit and/or public sector entities; a willingness to manage multiple projects and initiatives simultaneously; and a desire to help change and impact the Lansing region with passion and vision.

## Key Roles and Responsibilities

The CFO will be responsible for, but not limited to, the following:

- **Financial Operations:** Actively manage all day-to-day finance operations, including accounting, accounts payable, accounts receivable, payroll, grants, and membership administration. Oversee banking activities and actively manage cash flow to meet organizational needs. Analyze financial data and present regular financials to each of the entity's Board of Directors. Work closely with an external CPA/Accounting firm daily for internal controls, bank reconciliation, financial statements, and reports, along with providing consultation on financial matters and recordkeeping.
- **Auditing:** Coordinate all audit activities, including consolidated and federal, and assist with the annual 990 and 990T filing with external auditors. Ensure compliance with local, state, and federal financial reporting requirements.
- **Grant Management:** Oversee all financial elements of grant projects and programs and manage grants accounting. Maintain functional allocation of expenses; manage grant reporting in partnership with other LEAP team members involved. Ensure expenditures are consistently aligned with grant and program budgets throughout the grant fund period.
- **Internal Controls:** Monitor and maintain internal control and safeguards for receipt of revenues, costs, program budgets, and actual expenditures.
- **Budgeting:** Lead annual budgeting and planning process; report and analyze financial performance; provide financial projections/modeling.
- **Compliance:** Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards, regulatory requirements, and rules for nonprofits, for-profit, membership organizations, and governmental units.
- **Benefits Coordination:** Oversees and administers all medical/dental/vision/STD/LTD/life/HSA and 401(k) benefits and reporting.
- **Liability Insurance:** Manage the organization's liability insurance program, including reporting and annual renewal.

## Education and Experience

- **REQUIRED:** A minimum of a bachelor's degree (B.A. or B.S.) in Accounting/Finance and a minimum of six years of strong experience with nonprofit/public sector/for-profit accounting, auditing, multimillion-dollar grant management, and compliance. Proven experience with local, state, and federal governmental grant administration, reporting and reconciliation. Experience with Quickbooks and Excel. Budget development and management experience. Compliance reporting experience.
- **PREFERRED:** Six plus years working alongside a founder or CEO. CPA designation a plus, but not required.

## Skills Necessary

- Ability to maintain the confidentiality of highly sensitive information.
- Ability to manage and coordinate multiple audits and related activities; manage, report, forecast, and develop budgets, accounts payable, general ledger, payroll, 401(k), benefits, restricted/unrestricted funds, and accounting for investment and assets in nonprofit/for-profit and governmental environments.
- Resourcefulness in setting priorities, proposing new ways of creating efficiencies for areas of oversight and organization-wide.
- Ability to work under pressure, manage a large workload and meet deadlines.
- Strong analytical, interpersonal, written, and oral communication skills; able to communicate with a broad and diverse audience.
- Ability to manage local, state, and federal grant financial reporting.
- Ability to quickly learn and adopt new technologies.
- Strong working knowledge of web-based tools and proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Adobe Acrobat, ASAP, SIGMA and Quickbooks.
- Strong strategic thinking and problem-solving skills.
- Capacity for creative planning and implementation.
- Ability to work both independently and in a collaborative team environment.

- Demonstrate a high level of self-direction and orientation to achieve results.
- Possess a sales-oriented mindset and client-driven approach.

### **About LEAP**

The Lansing Economic Area Partnership (LEAP) is a leading economic development organization recently named by *Site Selection* magazine as one of the nation's top 20 economic development organizations. LEAP represents the tri-county Lansing Region, including Clinton, Eaton, and Ingham counties, and has annual contracts with Ingham County and the Lansing Regional SmartZone to provide economic development services. Additionally, LEAP is a cutting-edge leader and provider of award-winning equitable economic development programs. LEAP is a private-public 501(c)6 nonprofit partnership governed by a board of directors, including business and municipal leaders from across the Lansing Region. Read more about LEAP's economic development work, values, and philosophy on our website at [www.purelansing.com/about](http://www.purelansing.com/about).

*Lansing Economic Area Partnership (LEAP) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender identity, national origin, age, disability, sexual orientation, or veteran status. In addition to federal law requirements, LEAP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and/or training.*