



Chief Financial Officer

Title: Chief Financial Officer
Reports To: President
Minimum Qualifications: Accounting Degree, 10 - 15+ Years Experience

Employment Status: Exempt

Summary of Position:

As part of the senior leadership team, the CFO is responsible for providing leadership in the day-to-day management of the finance, accounting, and IT teams at KFI. Responsibilities include financial operation and infrastructure to support the operations of the company including legal compliance, business and information systems, and more. The CFO will also be responsible for providing leadership to KFI's sister company, North Central Aviation (NCA). Professional working relationships and support to other Leadership Team members includes Human Resources, Project Management, and Operating Departments. The CFO will maintain extensive interaction with Owners and the Board of Directors, and will ideally have experience as a controller or business manager of a similar sized organization.

Examples of Duties:

- Responsible for all company(s) finance and administration, systems, processes, and functions.
- Responsible for the company(s) information technology system, processes, and functions.
- Prepares company financial performance analysis.
- Manages company treasury management including check signing for approved accounts.
- Responsible for maintaining proper levels of business insurance.
- Responsible for engaging CPA firm for tax matters.
- Reviews legal terms and compliance for the company, its clients, and subconsultants.
- Responsible for business systems and practices.
- Promotion and development of internal infrastructure projects.
- Performs similar functions as above for related companies.
- Performs other duties as assigned.

Outcomes:

- Meets KFI's quality standards for services provided.
- Achieves a high level of customer satisfaction (internal and external).
- Interacts effectively with other members of the senior management team.
- Optimized SG&A for the company

Knowledge, Skills and Abilities

Required:

- Strong organizational skills.
- Proficiency in multi-tasking
- Proficiency in use of MS Office
- Proficiency in accounting software
- Financial reporting skills
- Effective executive communication skills

Desirable:

- Knowledge of computer technology and specific areas of applications