

## Job Description

Date: January 1, 2015

Job Title: Chief Financial Officer

Location: 1408 Suite #2 Sweet Home Road,  
Amherst, NY 14228

Company: RISE, LLC

Industries: Professional Development

Job Type: Full Time

Reports To: CEO

Dept: Finance

### *General Description*

The Chief Financial Officer is first in command in the Finance Department. The CFO is responsible for budgeting, financial reporting, complying with state and local tax laws, and delegating responsibilities to all positions in the Finance Department. The Financial condition of the company is required to be communicated to other departments in an effective manner. The CFO is also responsible for the authorization of the work of the Head accountant, and the Chief Investment Officer.

### *Reporting Relationships:*

The CFO is only responsible for reporting to the CEO, but is required to communicate budgets and financial reports to other executives.

### *Duties And Responsibilities:*

The tasks to be completed by the CFO include but are not limited to obtaining financial information from each department, cutting costs where necessary, investing excess earnings, delegating responsibility to other finance department employees, educating himself(herself) of any new laws to remain in compliance, and general financial functions. A budget must be submitted every month with and necessary changes, as well as a yearly budget estimates versus actual money spent. The majority of the job time will be spent obtaining financial information and then communicating the financial condition of the company to other departments. It is the fiduciary responsibility of the CFO to keep all financial information confidential including the investment research of employees. Other time will be spent delegating investment, accounting, and research tasks to employees, and also creating efficient processes to gather financial information and forecast. The duties of the Chief Financial Officer will require strong multitasking skills, communication skills, and ability to work in a fast-paced environment.

### *Position Requirements:*

- Bachelor's Degree in business is required at minimum; MBA is preferred
- Experience with Investments, Accounting, and Budgeting
- Analytical Skills
- Proficiency with Software Programs (Microsoft Excel at a minimum)
- Interpersonal Skills and written communication skills