**Sample Job Description: Chief Financial Officer**

*IMPORTANT: These job descriptions are samples only; customize each section to your firm and the specific role.*

**WHO WE ARE:**

{Company Name}, a growing wealth management firm, is seeking a Chief Financial Officer to assist us in our mission of helping clients achieve their financial goals. This is your chance to play a key role in the future success of our fast-growing organization!

*Insert here: any awards or accolades the firm or owner has received. For instance, “Become a member of one of the most respected teams in the wealth management industry. XYZ Wealth Management Group was recently named #25 on Registered Rep’s list of the Top 100 Advisors.”*

*Insert here: any unique aspects of your culture, such as company core values and how your culture looks in real life.*

Our mission at {Company Name} is to {Insert Company Mission Statement}. If you have a relentless, burning desire to succeed and share our vision, then we would love to hear from you!

**WHO WE WANT:**

As a critical member of our leadership team, the Chief Financial Officer (CFO) will oversee the overall coordination and maintenance of the financial activities for the firm, to include but not limited to financial and management accounting, reporting, and general accounting functions.

**WHAT TO EXPECT:**

* Manage and produce financial reports and analysis.
* Present annual profit plan, with quarterly updates to management.
* Ensure accounting policies, procedures, and operating methods are in compliance with all parent company and regulatory agency requirements.
* Interact with outside accounting firm, internal and external auditors, and all regulatory agencies regarding significant issues.
* Ensure accurate analysis of reporting requirements and their implication for the firm.
* Stay abreast of accounting and regulatory trends and developments.
* Manage the entire budget process ensuring all needs of the unit are met to support the revenue requirements. Ensure all deadlines are met and present final budget to management.
* Provide consultation to management to facilitate the development of competitive business strategies for resource management and cost effectiveness.
* Assist, as required, in raising additional capital at appropriate valuations to enable the Company to meet sales, growth, and market share objectives.
* Assist with execution of the strategic vision/goals of the firm.
* Demonstrate leadership abilities.

**WHAT YOU NEED:**

* Bachelor’s degree in Accounting, Finance or Business Administration or related field.
* CPA coupled with experience as a CFO or similar position.
* Minimum 8-10 years in corporate accounting or finance experience, preferably within the brokerage and/or Registered Investment Advisory field.
* Thorough knowledge of corporate accounting.
* Broad knowledge of all aspects of the brokerage financial functions.
* Superior problem-solving abilities, as well as the ability to spot underlying patterns.
* Proven analytical and research skills.
* Ability to prioritize work schedule and meet deadlines.
* PC skills, including knowledge of Microsoft Office.
* Written and verbal communication skills.
* Attendance is an essential function.
* Salary is commensurate with experience.

In exchange for your expertise, we offer a base salary, bonus potential, 401(k) plus matching, health benefits, a potential for career growth, and a great working environment. This is your chance to play a key role in the continued success of our company. Our culture is fast-paced, motivational and focused on healthy living. Smokers need not apply. For more information about our company, please visit our website {Insert Company Website}.

If you’re interested in this opportunity, please send your resume and letter of interest to {Name and Email Address}.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.