OHIO CHAMBER OF COMMERCE

Chief Financial Officer:
7 plus years of experience
FLSA: Exempt
Reports To: Chief Administrative Officer
Status: Full Time (40+ hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)
Location: In person work environment in Downtown, Columbus
Salary Range: $200,000-$250,000

About the Ohio Chamber: As the state's leading business advocate and resource, the Ohio Chamber of Commerce aggressively champions free enterprise, economic competitiveness, and growth for the benefit of all Ohioans.

CFO Responsibilities Include:

- Responsible for managing the Finance Team, including the Controller and Accounting Assistant.
- Responsible for the day-to-day financial activity, including accounts payable, accounts receivable, membership invoicing (with support from Controller and Accounting Clerk), investment activity, cash flow management, payroll processing (using an outside vendor) and payment of payroll taxes for all entities.
- Responsible for oversight of the integrity of the accounting system data and general ledger for all entities.
- Complete the monthly and annual financial closing package and preparation of financial statements to present to management each month.
- Involved with all Ohio Chamber of Commerce (OCC) Executive Committee meetings as well as board meetings for Ohio Chamber Research Foundation (OCCRF), Ohioans for a Healthy Economy (OHE), Ohio Chamber Health Benefit Plan (OCHBP), and the Ohio Chamber Insurance Agency (OCIA) to present financial statements, policy or legal issues, building information, investment policy or changes, etc.
- Oversee the independent auditor process and financial statement audit for Ohio Chamber of Commerce and its affiliated entities.
- Manage the external tax return processes and provide all supporting documentation for the OCC, OCCRF, OCHBP and OCIA. Complete the tax returns for OHE and the Chamber Professionals of Ohio (CPO).
- Oversee preparation of all vendor 1099s and other tax filings, as well as monthly, quarterly, semi-annual and annual payroll/employee related filings.
- Complete all entity external reporting throughout the year on a frequent basis, including reporting for various entities to the Ohio Attorney General, the Ohio Secretary of State

Campaign Finance office, the Federal Election Commission, the Ohio Department of Insurance, the Department of Labor, and the National Association of Insurance Commissioners.
- Responsible for annual budgeting and working with leadership on budgets for the Chamber and affiliated entities.

Human Resources responsibilities include:

- Benefits management includes 401k/MPPP plan coordination, entering newly eligible employees, managing ER/EE contributions through payroll process, working with the TPA and other advisors, annual census completion for filings and compliance testing, as well as insurance renewals/open enrollment administration.

Required Skills & Qualifications:

- Education & Experience: Bachelor's degree in Accounting, Finance, Business Administration, or a related field, with a minimum of 7–10 years of progressively responsible financial management experience, including senior-level leadership responsibilities.
- Financial Management: Demonstrated expertise in financial reporting, budgeting, forecasting, cash flow management, general ledger oversight, and long-term financial planning.
- Accounting & Compliance: Strong knowledge of Generally Accepted Accounting Principles (GAAP), financial controls, tax compliance, regulatory reporting, and financial risk management.
- Multi-Entity Financial Oversight: Experience managing financial operations across multiple entities, including financial statement preparation, audits, and organizational reporting.
- Strategic Financial Leadership: Ability to analyze financial performance, identify opportunities for operational improvement, and provide strategic recommendations to executive leadership.
- Payroll & Benefits Administration: Experience overseeing payroll, employee benefit contributions, retirement plans, and associated financial reporting requirements.
- Technology Proficiency: Advanced Microsoft Excel skills and experience with accounting software, financial management systems, and CRM platforms.
- Leadership & Communication: Strong interpersonal and leadership skills, with the ability to collaborate with executive teams, boards of directors, employees, and external partners while clearly communicating complex financial information.
- Organization & Problem-Solving: Exceptional organizational, analytical, and problem-solving skills, with the ability to manage competing priorities, meet deadlines, and make sound decisions in a fast-paced environment.

- Professional Integrity: Demonstrated commitment to confidentiality, sound judgment, accountability, and the highest standards of professional ethics.

Preferred Qualifications

- Master's degree in Business Administration (MBA), Certified Public Accountant (CPA) designation, or other relevant advanced credentials.
- Previous experience as a CFO, Controller, Vice President of Finance, or comparable senior financial executive.
- Experience with nonprofit accounting, IRS Form 990 reporting, and financial oversight of affiliated entities, including foundations, political action committees, or insurance-related organizations.
- Experience overseeing investment portfolios, employer-sponsored retirement plans, and relationships with external financial and investment advisors.
- Familiarity with Salesforce and Fonteva, including financial reporting, system integrations, and process improvements.
- Demonstrated success developing earned-income opportunities, improving financial performance, implementing financial technology, and working with boards or finance committees.
- Experience administering employer-sponsored retirement plans, including 401(k) plans, pension plans, third-party administrator coordination, and annual compliance testing.
- Experience working directly with boards of directors, finance committees, audit committees, and executive leadership teams.
- Experience evaluating and implementing financial technology, automating accounting processes, and improving financial reporting efficiency.

Benefits:

- Salary Range: $200,000-$250,000
- Insurance & Benefits: Chamber pays 100% of employee's health insurance premium (family available), Dental, vision and Rx coverage available; Life Insurance and Short-term disability insurance offered; Parking paid; and cell phone reimbursement.
- PTO: 3 weeks of paid vacation, sick time, paid holidays
- Retirement: Matching 401(K) (4%), PLUS an employer-paid Pension Plan (8%)
- Student Loan Repayment: reimburses employees for their student loans: $200 a month in the first year of employment, $300 a month in the second year of employment and $400 a month in the third year of employment.

Please email resumes to StiversEA@ohiochamber.com