

AMERICANS FOR PROSPERITY FOUNDATION™

2111 Wilson Boulevard, Suite 350 • Arlington, VA 22201 • 703.224.3200 • Fax: 703.224.3201

POSITION DESCRIPTION

Position Title:	Chief Financial Officer (CFO)	Department:	Finance
Reports To:	President	FLSA Status:	Exempt
Location:	National Office, Arlington, VA	Date Written:	June 2, 2010

SUMMARY:

The Chief Financial Officer reports directly to the President and is a member of the senior management team for Americans for Prosperity and Americans for Prosperity Foundation. The CFO will assist in setting AFP and AFPF's financial policy and direction while also being an active participant and driver of the organization's overall financial strategy. The ideal candidate will lead all financial administration, business planning and budgeting. The CFO will work closely with both boards of directors.

ESSENTIAL RESPONSIBILITIES:

- Oversee the preparation and approval of all financial reporting materials and metrics for AFPF and AFP board of directors and senior management team
- Provide strategic recommendations to the President and board of directors based on financial analysis of projections, cost identification and allocation and revenue/expense analysis
- Develop and oversee long-term budgetary planning and cost management for the two organizations
- Manage cash flow and forecasting; direct all financial, project-based and departmental accounting
- Direct the Controller in providing and directing procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services
- Provide guidance and supervision to the finance staff of the organization
- Recommend and develop financial policies, procedures and systems to meet organizational objectives
- Perform other duties or special projects as required or assigned

POSITION REQUIREMENTS:

- Degree in Accounting or Finance
- CPA or MBA is strongly preferred
- Fifteen plus years of financial experience

- Financial Management Experience in 501(c)(3) and 501(c)(4) organizations is required
 - Demonstrated excellence in managing finance, accounting, budgeting, control and reporting
 - Strong analytical skills and experience interpreting a strategic vision into an operation model
 - Integrity, humility, and an entrepreneurial attitude
 - Effective communication skills and a strong commitment to developing team members
 - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
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GENERAL:

Americans for Prosperity Foundation (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

TO APPLY:

Please submit a cover letter, resume and salary history/requirements to: Heather de la Riva at hr@afphq.org with the position title in the subject line. AFPF is an equal opportunity employer. No phone calls please.