



ENERGY AIR, INC.

100% Employee Owned

Job Description

Job Title: Chief Financial Officer (CFO)
Reports To: President

Position Summary:

Senior Executive Responsible for managing and leading the financial initiatives of an employee-owned company (ESOP). Responsibilities include investing company funds, overseeing the company's capital structure and optimizing the financing options for the company. This position is also tasked with providing strategic direction, tracking cash flow, managing the Accounting, HR and IT departments, and ensuring the company's financial statements are accurate.

Responsibilities:

- Develops financial well-being of the organization by providing financial projections and accounting services, preparing growth plans, and directing staff.
- Accomplishes finance human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; and planning and reviewing compensation strategies.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction and establishing functional objectives in line with organizational objectives.
- Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; and implementing change.
- Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; and accumulating capital to fund expansion.
- Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; and developing action plans.
- Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
- Maximizes return on invested funds by identifying investment opportunities and maintaining relationships with the investment community.
- Reports financial status by developing forecasts, reporting results, analyzing variances, and developing improvements.
- Updates job knowledge by remaining aware of new regulations, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

**Commercial HVAC & Plumbing – Residential HVAC
Sales – Service – Repair – Maintenance**

Orlando Area - 407.886.3729 - Tampa Area - 813.750.1283

www.energyair.com

CAC 1815793 – CAC1429797



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- Accomplishes finance and organization mission by completing related results as needed.
- Manages the Human Resources department including employee payroll and benefits.
- Oversees the IT department including budgeting and management of all IT expenses.
- Proficiencies in software programs including, but not limited to, Vista/Viewpoint, Microsoft Office, Microsoft Dynamics and other accounting related programs.

Chief Financial Officer Qualifications/Skills:

- Financial planning and strategy
- Managing profitability
- Strategic planning and vision
- Quality management
- Promotion of process improvement
- Forecasting
- Corporate finance
- Budget development

Education, Experience, and Licensing Requirements

- MBA or bachelor's degree in business, finance, accounting, or equivalent experience.
- Master's degree preferred.
- Certified Public Accountant certification a plus.
- Minimum 10 years' experience in accounting and financial management practices.
- Experience in a senior management position.
- Proficiency with accounting software, word processing, and spreadsheets.
- Solid GAAP and financial reporting technical skills.
- Proficient in Viewpoint/Vista software

Work Environment:

Normal Office

Physical Demands:

Walking, sitting, standing, use of hands for computer, use of hands for writing, use of hands for calculator use, reading and or viewing computer screen for extended periods, verbal communication internally, verbal communication via phone, occasional lifting or carrying of files, drawings, and specifications (weighing as much as 40pounds).

I have read and understand the job description and will perform all required duties without accommodations:

Signature

Date

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