



**Arizona Farm Bureau Federation**  
**Job Description - Chief Financial Officer and Director of Operations**  
**September 2021**

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**Position Title:** Chief Financial Officer and Director of Operations

**This position reports to:** Chief Executive Officer

**This position regularly works with:**

CEO, all directors and staff, board president and executive committee, FBL management and staff

**General Description:**

Accountable for the financial, human resources, day to day operations, and risk management operations of the Arizona Farm Bureau, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to report accurate financial results.

**Principal Responsibilities:**

Plan, develop, organize, implement, direct, and evaluate the organization's fiscal functions and performance for both the Arizona Farm Bureau and the Arizona Farm Bureau Educational Farming Company.

- Provide strategic financial input and leadership on financial decision-making issues affecting the organization, evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and oversight of regulatory action.
- Prepare timely and accurate budgets, analysis, financial reports, and financial trends to assist the CEO, the Board, and the other directors in performing their responsibilities.
- Direct, develop, implement, and enforce financial policies, governance, and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
- Optimize the handling of banking and investment transactions and initiate appropriate strategies to enhance cash position and investment decisions while following board guidelines.
- Develop a reliable cash-flow projection process and reporting mechanism.
- Prepare all year-end schedules and work closely with review/audit team.
- Direct the propane program for the Maricopa County Farm Bureau including all reporting to gas provider.
- Direct operations staff on financial duties, office administration, and membership customer service.
- Direct oversight of all County Farm Bureau tax and governance documents and reporting, including County Farm accounting as requested by the County Farm Bureau.
- Direct the operations functions of Alliance Program participants, including meeting planning, building project budgets, overseeing independent audits including all workpapers, grant and checkoff reports.

Direct the web-based membership systems, including all IT and financial processing of billings and payments. Develop, analyze, maintain appropriate control systems, and report all data. Interact and maintain positive relations with FBL including all planning, directing, organizing, and implementing combined systems and reporting.

Direct all human resource functions having to do with payroll administration, benefits and compensation review, recruitment and selection, employee hire and terminations, and manage daily employee relations. Assess, implement, and direct all cross training for operation and accounting functions.

Develop, plan, assess, and review all contracts, (royalty, banking, investments, third party affiliations, insurance), and be an advisor from the financial and compliance perspective. Evaluate and maintain controls to ensure compliance with all laws associated with human resources, accounting, and governmental reporting for both political expenditures and income taxes.

Direct and supervise the Operations Team, overseeing all aspects for the day-to-day operations of the Arizona Farm Bureau. This includes all employee, board, and building IT needs including all meeting room and staff equipment, design and layout services including website layout and maintenance, meeting and event planning including web and membership system tie in, employee and board travel, AZFB purchasing, federal and state grant reporting, lobbyist reporting, and Pac reporting.