

CFO Handbook

Course Description

The world of the CFO is in constant flux; today's CFO is tomorrow's CEO or chairman. The contemporary CFO should be at the elbow of the CEO, a strategic partner and advisor to the CEO. To fulfill the expectations and effectively operate as a key member of the leadership team, CFOs need a broad perspective and a wide set of capabilities and skills. This course is designed to help CFOs and future aspiring CFOs in enhancing competence through learning the tools and techniques that support sustainable business success. It also shares good practices and ideas that apply in performing a CFO role.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.

CPE Credits: 16 (CPA)

Category: Accounting

Prerequisite: Basic Accounting

Advanced Preparation: None

Course Learning Objectives

Chapter 1: The CFO as a Strategic Partner

Upon completion of this chapter, you will be able to

1. Identify the key responsibilities of the CFO position
2. Recognize the changing role and expectations of today's CFO
3. Differentiate between the role of a CFO and controller

Chapter 2: The Financial Statements

Upon completion of this chapter, you will be able to

1. Recognize the use of and the objectives for the financial statements
2. Identify the differences between a single-step income statement and a multiple-step income statement
3. Recognize the key activities reported on the cash flow statement

4. Identify the differences between the direct method and the indirect method
5. Recognize how footnote disclosures are used

Chapter 3: Principles of Financial Reporting

Upon completion of this chapter, you will be able to

1. Identify the key concepts in lease accounting and revenue recognition
2. Recognize when financial statement consolidation is appropriate
3. Recognize the impact of fixed assets on financial statements
4. Indicate different inventory costing methods including FIFO, LIFO, and weighted average approach
5. Compute earnings per share in simple and complex capital structures
6. Recognize the different types of accounting changes/errors and proper treatments

Chapter 4: Securities and Exchange Commission Filings

Upon completion of this chapter, you will be able to

1. Identify the components of major corporate forms required by the SEC
2. Identify the disclosure requirements for major segments of a business
3. Cite the SEC requirements of cybersecurity risk and cyber incident disclosure
4. Recognize the SEC periodic reporting review process
5. Identify topics where the SEC staff may challenge the accounting treatment

Chapter 5: The Sarbanes-Oxley Act

Upon completion of this chapter, you will be able to

1. Recognize the major features of the Sarbanes-Oxley (SOX) Act of 2002 Corporate Responsibility Law
2. Identify factors in assessing the maturity level of a company's internal control structure
3. Recognize the alternative Sarbanes-Oxley compliance structures

Chapter 6: Working Capital and Cash Management

Upon completion of this chapter, you will be able to

1. Recognize the concept of working capital
2. Identify ways to accelerate cash receipts and delay cash payments
3. Recognize the impact of credit policy on the accounts receivables

Chapter 7: The Financial Planning Process

Upon completion of this chapter, you will be able to

1. Recognize how strategic planning and budgeting are linked together

2. Identify the major steps in budget preparation
3. Identify certain budget measurements

Chapter 8: Financial Forecasting Techniques

Upon completion of this chapter, you will be able to

1. Identify examples of the different costs found in a company, such as fixed and semi-variable costs
2. Recognize different methods for estimating costs
3. Recognize various contribution margin concepts

Chapter 9: Capital Investment Analysis

Upon completion of this chapter, you will be able to

1. Recognize the uses of capital budgeting
2. Identify different attributes and ratios used in capital budgeting decisions

Chapter 10: Financial Statement Analysis

Upon completion of this chapter, you will be able to

1. Distinguish among trend analysis, vertical analysis, and horizontal analysis
2. Identify the limitations of ratio analysis
3. Recognize a comprehensive set of financial ratios

Chapter 11: Risk Management Strategy

Upon completion of this chapter, you will be able to

1. Recognize the risk management principles such as the key concepts and processes
2. Identify the components of enterprise risk management
3. Recognize the critical differences in roles and responsibilities of the Three Lines of Defense model

Chapter 12: Derivative Instruments and Hedge Accounting

Upon completion of this chapter, you will be able to

1. Recognize the risks associated with derivatives
2. Identify the accounting requirements for different derivatives

Chapter 13: Corporate Investments

Upon completion of this chapter, you will be able to

1. Recognize different types of investments
2. Identify the types of risks reported when designing a portfolio
3. Apply the Capital Asset Pricing Model (CAPM) to calculate portfolio return and portfolio risk

Chapter 14: International Finance

Upon completion of this chapter, you will be able to

1. Recognize some special features of a multinational corporation (MNC)
2. Identify strategies for neutralizing foreign exchange exposure and methods of reducing operating exposure

Chapter 15: Information Technology

Upon completion of this chapter, you will be able to

1. Recognize the benefits for the use of emerging technologies
2. Identify the features of modern and high-performance accounting systems

Chapter 16: Performance Management

Upon completion of this chapter, you will be able to

1. Recognize how companies use the Corporate Balanced Scorecard to evaluate performance
2. Identify the most commonly used performance measures for the finance department

Chapter 17: Modern Finance Organizations

Upon completion of this chapter, you will be able to

1. Recognize the characteristics of an evolving finance organization
2. Identify the elements of internal control systems
3. Recognize the limitations of internal controls