

Houston Area Women's Center Chief Financial Officer

Division: Business Excellence
Job Status: Full-Time
FLSA Status: Exempt
Reports To: Chief Executive Officer

Direct Reports:

Controller
Director of Facilities & Operations
Director of Information Technology

POSITION SUMMARY

The Chief Financial Officer (CFO) provides direction and oversight for all fiscal functions of the agency and has direct responsibility for its Accounting operations. The CFO serves as the plan administrator for the 401(k) plan and partners with the Chief Human Resources Officer in the design and implementation of other employee benefit offerings. The CFO ensures ongoing compliance with all government grant requirements and strict adherence to local, state and federal laws. The CFO works closely with the Chief Development Officer to ensure that all fundraising activities are managed according to best practices. The CFO oversees the facilities management & Information Technology for the agency. The CFO works with the President & CEO and the Board of Directors to ensure the organization has an overarching strategy for financial sustainability.

Work Schedule:

Monday- Friday
9:00 am – 6:00 pm

Local Travel: 25%

Tasks

Strategy, Vision and Leadership

- Advise the President & CEO and other key members of senior management on financial planning budgeting, cash flow, investment priorities, business operations and other policy matters
- Serve as the management liaison to the board and audit committee by effectively communicating and presenting critical financial matters at board of directors and committee meetings
- Contribute to the development and oversight of HAWC strategic goals and objectives as related to the CFO areas of responsibility
- Maintain continuous lines of communication, keeping the President & CEO informed of all critical issues
- Develop and maintain quality assurance strategies for accounting/financial operations staff emphasizing the importance of accurate record keeping, contract compliance, grant management, and customer service
- Share quality assurance strategies with all HAWC staff related to accounting policies and procedures
- Represent the organization externally, as necessary, particularly in banking and contract negotiations

Accounting & Finance

- Continuously monitor and improve policies & procedures, internal controls, and staff compliance with written procedures, to insure HAWC strictly follows GAAP - generally accepted accounting

principles

- Plan, coordinate, and execute the annual budget process
- Ensure that HAWC is adhering to the strategic plan as it relates to the CFO areas of responsibility
- Provide analytical support for the internal management team including development of internal management reporting capabilities
- Continuously monitor, update and improve administrative and operational accounting services such as treasury management, grants billing processing, client data collection and reporting, payroll, banking relationships, accounts receivable, accounts payable, and purchasing
- Ensure timely completion of financial statements, month-end reconciliations and grant reports
- Establish a customer friendly environment that promotes excellence in customer service when dealing with donors, volunteers, staff members, and the public
- Effectively supervise staff with respect, recognize identified strengths and encourage process improvement in focus areas
- Recognize the fast-paced work environment and creatively acknowledge staff for their commitment to accuracy and timely completion of daily, weekly, monthly, quarterly, and annual tasks

Facilities, Operations & Information Technology

- Oversees strategic management and maintenance of physical infrastructure of properties.
- Coordinates the acquisition of insurance products to ensure adequate coverage for the Agency and its operations.
- Fiscal oversight of the Agency assets including but not limited to property, facilities and equipment.
- Oversees strategic management of the Information Technology department
- Advise the President and CEO of any potential risks that may hinder the reputation, safety, security and financial prosperity of the organization.
- Oversee the implementation of processes and procedures to ensure that the organization is fully prepared to deal with any potential threats.
- Oversees disaster response and coordinate disaster preparedness training, prepare emergency plans and procedures

Team Development/Leadership

- Oversee, direct, and organize the work of the accounting and facilities operations staff
- Ensure compliance with local, state, and federal contracts, and grant reporting requirements
- Promote a culture of high performance and continuous improvement in a fast-paced environment that values learning and a commitment to quality
- Ensure staff members receive timely and appropriate training and development
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and collaborate with Chief Human Resources Officer and /or Director of Human Resources on recommending and administering salary adjustments
- Mentor and develop staff using a supportive and collaborative approach
- Other duties may be assigned.

Education: Bachelor's degree in Accounting, Finance, CPA preferred

Experience: Ten years of progressive experience in financial/accounting management in a nonprofit environment (strongly preferred) or significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.

Demonstrated leadership experience required; prefer at least Five years' experience in management (or supervision) of staff; experience managing Facilities Operations is preferred

Demonstrated proficiency in decision-making, problem solving, and strategic leadership. Up-to-date knowledge of all accounting and reporting standards applicable to nonprofit organizations. Demonstrated ability in analysis and interpretation of complex financial documents. Ability to respond effectively to sensitive inquires and/or complaints.

Computer Skills: Up-to-date knowledge of current financial and accounting applications and demonstrated experience in their successful application within a nonprofit setting; experience working with information technology staff to manage finance and accounting software

Certificates & Licenses: Certified Public Accountant is preferred
Texas driver's license with a good driving record; reliable transportation; ability to travel to off- site locations utilizing personal transportation

PHYSICAL DEMANDS

Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties. Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

Essential Function Statement

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the tasks. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Our Mission: The Houston Area Women's Center works to end domestic and sexual violence and supports all in building safe and healthy lives through advocacy, counseling, education, shelter and support services.

The primary work location for the incumbent in this position is at the agency's education and administration building and in the field **NOTE:** Anyone assigned to our education and administration building must be able to temporarily work remotely until it is deemed safe to return to work. Office is not open to the public.

EOE Statement: Houston Area Women's Center is an Equal Opportunity Employer - Qualified applicants are considered for employment without regard to age, gender, race, color, creed, religion, sex, national origin, physical or mental disability, veteran status, sexual orientation, gender expression, gender identity or any other illegal grounds

Disclaimer:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, tasks or skills. Additional functions and requirements may be assigned by manager as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate. Should such duties become routine, the description may be revised at any time.

How To Apply

To submit an application for this position, please [apply here](#).

Revised 1/4/2021