



Job Description

Job Title: Chief Financial Officer

Department: Finance

Supervisor's Title: Chief Executive Officer

FLSA Status: Exempt

General Description of Duties:

The Chief Financial Officer (CFO) oversees the financial operations and accounting functions for Communities In Schools of Houston. He/she supports the strategic and overall vision of the Chief Executive Officer (CEO), while safeguarding the integrity of the financial statements, and ensuring that the organization has policies and procedures that align with the Financial Accounting Standards Board's (FASB) Accounting Standards. In order to accomplish the finance department's goal of achieving unmodified audit opinions, it is essential for the CFO to maintain the highest standards of internal controls and accounting systems. The CFO under the supervision of the CEO and with the approval of the board constructs an annual budget that provides the foundation for fiscal responsibility.

The CFO is a direct report to the Chief Executive Officer and staff liaison to the Board's Finance, Audit, Investment and Retirement Committees.

Essential Functions/Objectives:

- Participate in the CEO's Director's team meetings, retreats and assignments.
- Keep CEO informed about all aspects of the finance department and staff
- Manage financial operations and accounting functions to ensure proper execution of all accounting activities
- Maintain internal controls and ensure safeguards are in place for receipt of revenue, costs, program budgets and actual expenditures
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and CIS Board of Directors
- Coordinate the development and monitoring of budgets, contracts, and billing
- Monitor cash flow and ensure availability of funds as needed
- Monitor and make informed recommendations for short-term and long-term investments
- Manage corporate property, casualty and liability insurance
- Coordinate monthly and annual financial statements

- Coordinate all audit activity including the annual financial audit, retirement audit and monitoring by funders
- Ensure timely and accurate filing of tax returns
- Ensure legal and regulatory compliance regarding all financial functions
- Remain up-to-date on nonprofit audit best practices and state and federal law regarding nonprofit operations
- Provide oversight for organization's technology infrastructure
- Stay informed of relevant accounting standards and ensure the timely implementation of new or modified accounting standards
- Participate in organizational policy development as a member of the executive leadership team
- Maintain the Administrative Procedures Manual (APM)
- Demonstrate agency core competencies
- Promote and maintain agency culture, standards, and systems
- Performs all other duties as required by the Chief Operations Officer or Chief Executive Officer

Specific Job Competencies:

Communication Skills

- Understand the purpose of communication and use appropriate method of communication for the situation
- Respond to phone and email messages in a timely manner
- Use discretion when sharing information

Strategic Planning Skills

- Continually gather and analyze information from external and internal environments
- Use information to anticipate potential challenges and changes
- Use a wide range of information to set goals and priorities
- Demonstrate leadership and initiative throughout this process

Supervisory Skills

- Provide direction and clear concise expectation and communication to support supervisees' work
- Model excellence in core competencies and professional behavior
- Maintain balance of work tasks and supervisee support
- Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee

Reporting Structure:

- This position reports to the Chief Executive Officer and supervises a department of five including the Accounting Manager, Senior Accountant, Staff Accountant, Accounting Associate and Payroll & Technology Coordinator.

Minimum Education Requirements:

Bachelor's degree in Accounting, Finance or related field required, Master's degree preferred; a minimum of seven (7) years of demonstrated experience in accounting and financial management required, ten (10) or more years preferred; certification as a Certified Public Accountant preferred; minimum of three (3) years experience as CFO preferred.

Preferred Qualifications & Experience:

- Experience in nonprofit accounting including fund and grant accounting, compliance and reporting
- Experience in a senior financial management role partnering with executive staff resulting in the development and implementation of policies and procedures
- Team-oriented with a desire to support the organization's strategic initiatives
- Proven record of delivering on generally accepted accounting principles and practices, particularly nonprofit revenue recognition rules
- Proof of producing clean audits in prior accounting positions
- Technologically savvy and proficient with accounting software
- Demonstrated resourcefulness in implementing efficient financial systems
- Demonstrated leadership ability, team management and interpersonal skills
- Excellent analytical and abstract reasoning skills
- Excellent communication and data presentation skills
- Excellent organization and time management skills
- Experience managing multiple projects and relationships while meeting critical deadlines

If you are interested in a position with CIS of Houston, please email the following items to hrresumes@cis-houston.org:

- Cover Letter
- Resume
- List of 3 professional references (include a phone number **and** email address)

Communities In Schools of Houston is an equal opportunity employer.

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