

Date Posted: 12/4/15

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Chief Financial Officer

Employer/ Agency: Child Inc

Job Description:

Position Description

The Chief Financial Officer (CFO) is responsible for ensuring sound fiscal policies are in place and planning, implementing, managing and controlling all financial-related activities of the agency. This position requires the ability to create, communicate and maintain solid financial policies and procedures. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, investor relationships and partnership compliance. Manage the goals, objectives, and overall development of staff within the fiscal department. All Fiscal staff members including the CFO are required to abide by the Fiscal Personnel Code of Conduct.

Description of Job Tasks

- Develop tools and systems to provide critical financial and operational information to the Executive Director and make actionable recommendations on both strategy and operations.
- Engage the governing body's finance, audit, and investment committees around issues, trends, and changes in the operating budgets and program delivery models.
- Develop financial business plans and forecasts.
- Develop a reliable cash flow projection process and reporting mechanism to manage cash flow and forecasting.
- Take hands-on lead position of developing, implementing and maintaining a comprehensive job cost system.
- Oversee budgeting and the implementation of budgets so as to monitor progress and present financial reports both internally to staff and the governing bodies of Child Inc and externally as required for any additional related audit or financial needs.

Qualifications:

Job Knowledge, Skills and Abilities

- Possess excellent analytical and abstract reasoning skills, plus good organization skills.
- Well-developed understanding of and experience with Office of Management and Budget audits.
- An effective communicator at all levels in the organization, with strong oral and written skills and a willingness to share information.
- Creativity, with experience funding activities in ways that both cover costs and generate operating margins.

Education and Experience

- BS in Accounting or Finance required. MBA and/or CPA preferred.
- 10+ years in progressively responsible financial leadership roles.
- Minimum 2 years supervisory experience.
- Experience managing non-profit finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts.

- Extensive knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Knowledge of finance and accounting in accordance with generally accepted accounting principles.
- Demonstrated skills in advising top management on issues related to accounting, internal controls, financial analysis and strategic planning and interpreting a strategic vision into an operational model.
- Knowledge and past hands-on experience with Head Start audits preferred.
- Computer proficiency with ability to utilize word processing, spreadsheet, search engines, and other specialized software.
- Experience with SAGE MIP Accounting and Payroll System preferred.

Background Check Requirements

Must pass all criminal history background checks. Must have valid driver's license, current insurance and reliable transportation. Must submit to post-offer physical and TB test. Please go to our website at www.childinc.org to complete an application. **Please submit a resume with your application plus copies of your education credentials.**

Hours: M-F 8:00 am – 5:00 pm

Salary:

Send your resume, cover letter, and copy of transcripts to:

Attn: HR Email: jobs@childinc.org

Address: 818 E. 53rd Street

City, State, Zip: Austin, TX 78751

Telephone: 512-451-7361

Fax: 512-371-0654

E-mail Address: HR Email: jobs@childinc.org

Application Method Preferred: Fax, email, or in person

Opening Date: 12/4/15

***If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you***