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 (210)223-3131 / Fax: (210)223-9939
 Web site: www.sanantonioyouth.org

Date Posted: **02/01/2019**
 Closing Date: **until filled**

JOB POSTING

Job Title	Chief Financial Officer (CFO)
Department	Accounting
Location	Headquarters
Position Type	Full-Time
Work Days/Hours	Monday-Friday
Salary	\$65,000.00 - \$75,000.00
Job Summary	<p>The Chief Financial Officer (CFO) is a key member of the Executive Team, responsible for overseeing the overall financial health of and managing all financial functions of SA Youth including accounting, payroll, financial operations, Federal, State, and local reporting, budgeting, banking, and compliance.</p> <p>The Chief Financial Officer (CFO) reports to the CEO and works closely with the Executive Team to develop budgets, improve operations, and develop strategic direction. The ideal candidate will be flexible in adjusting his or her work based on the needs of the finance department – from data entry to strategic planning – an enthusiastic willingness to do what’s needed regardless of the job description to support the organization.</p> <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Demonstrates an unwavering commitment to the SA Youth vision, mission, and values. • Anticipates challenges and opportunities for maximum outcomes. • Hires, trains, and develops finance and accounting staff. • Positively represents SA Youth to its financial partners, including financial institutions, potential donors, funders, and governmental agencies. <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> • Collaborates with the CEO, Executive Team, Program Directors, and Finance Committee of the Board of Governors to develop the annual budget and capital campaign budgets. Provides timely and complete reporting of financial results and recommendations for necessary actions to enhance the fiscal health of the organization. • Serves as the most senior financial advisor to CEO and Board of Directors on major financial decisions. • Works closely with Site Coordinators and Managers to - Prepare and analyze grant budgets and financial reports on a monthly, quarterly and

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annual basis as needed.

- Maximize funding opportunities.
- Identifies and evaluates opportunities for improved financial operations, recordkeeping, and reporting.

Financial Operations and Reporting

- Establishes and implements policies and procedures for all financial management functions, ensuring appropriate controls and compliance with DOL (Department of Labor) and TEA (Texas Education Association) grants.
- Establish controls that verify the integrity of all systems, processes, and data, and enhance the organization's value.
- Leads organizational planning and development of operating and capital budgets, and controls expenditures against budget.
- Develops and maintains tools and systems to provide critical financial and operational information to Executive Leadership Team, Directors, Finance Committee, and Board of Directors.
- Manages the invoicing and expenses and conduct monthly reconciliation for SA Youth funds and all other potential grants.
- Serve as the resident expert on grant compliance and interpretation for all additional grants received including all applicable regulations, policies, and procedures. Interprets applicable regulations and translates into operational policies as required.
- Works with the Grant Manager to develops and maintain all grant agreements and MOUs pertaining to grant awards.
- Ensures successful completion of annual audits, IRS filings, and all other mandated financial reports.
- Organizes own work, sets priorities and meets critical deadlines.
- Ensures a productive work environment within the finance and accounting team.
- Trains staff in proper procedures regarding cash receipts, accounts payable, accounts receivable and budgeting as needed.
- Attends meetings of Executive Committee, Board of Governors, Finance Committee, in an advisory role, as requested.

Qualifications & Experience	Education Required: Bachelor's Degree in Accounting/Finance from an accredited college or university Preferred: CPA Experience Required: Four (6) years in Accounting and understanding of nonprofit budgeting and accounting
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**If interested send letter of interest to
Human Resources: carolina@sanantonioyouth.org
Equal Opportunity Employer**



Employment History

Please provide all employment information for your past three (3) employers starting with the most recent.

Employer: _____ Position Held: _____
 Address: _____ Telephone #: _____
 Immediate supervisor and title: _____
 Dates employed: from _____ to _____
 Salary: Starting _____ Ending _____
 Job Summary: _____
 Reason for leaving: _____

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 Immediate supervisor and title: _____
 Dates employed: from _____ to _____
 Salary: Starting _____ Ending _____
 Job Summary: _____
 Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course study, and any degrees earned:

High School: _____ Graduated: _____ Yes _____ No
 College: _____ Graduated: _____ Yes _____ No
 Technical Training: _____ Graduated: _____ Yes _____ No
 Other: _____



References List three references (business and professional only):

Name: _____

Telephone number: _____ Years known _____

Name: _____

Telephone number: _____ Years known _____

Name: _____

Telephone number: _____ Years known _____

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, education institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of SA Youth not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).

I also understand that if I am employed I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____