

Chief Financial Officer

Job title	<i>Chief Financial Officer</i>
Reports to	<i>President/CEO</i>

Job purpose

The Chief Financial Officer (CFO) reports to the President and CEO and is responsible for the oversight and management of all financial matters for Communities In Schools of the Dallas Region (CISDR). The CFO will partner with CISDR management and the Board of Directors to develop and implement financial strategies across the organization that support the mission and values of CISDR. If you have a strong desire to work within a mission-centric organization that empowers students to stay in school and achieve in life, then Communities In Schools of the Dallas Region wants to meet you!

Duties and responsibilities

- Collaborate with President and CEO to develop financial plans and budgets to meet the current and forecasted fiscal needs of the organization
- Lead, coach, and develop the finance team (2) including day to day activities, performance management, and training
- Oversee all audit and internal controls, as well as ensure compliance with all financial laws, guidelines, and required filings
- Ensure compliance with government grants and oversee appropriate invoicing, subaward payments, and related reporting requirements
- Partner with other CISDR departments to provide necessary information for grant applications and other potential funding opportunities
- Manage grant contracts, reimbursement requirements, and comprehensive files of all paperwork to support billings and other recordkeeping required in grants and contracts
- Ensure the annual audit is completed in a timely manner without deficiencies and findings
- Manage the entire fiscal process, preparing budgets that meet strategic goals
- Provide monthly financial statements and budget reports for the program
- Serve as a staff liaison for bi-monthly meetings of the Finance Committee
- Oversee the release of restricted net assets
- Maintain all records in accordance with generally accepted accounting principles
- Reconcile general ledger assets, liabilities, revenues and expenses monthly
- Maintain fixed asset and depreciation records for the organization
- Follow up monthly with overdue accounts receivable
- Manage maintenance and compliance for CISDR retirement plan
- Oversee liability insurance policies and engage brokerage experts to provide appropriate insurance coverages
- Work with Workers' Compensation Auditors to ensure rates are updated annually, audit requirements are met, and assist with the annual WC audit as needed

Qualifications

- BS / BA in accounting, finance, or related field is required; MS/MA is a plus
- At least 10-15 years of proven experience as a Chief Financial Officer director or similar role

Licenses and Certifications

Certified Public Accountant (CPA) required

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge and expertise in the areas of non-profit accounting, budgeting, financial control and financial forecasting methods
- Demonstrated leadership skills and ability to successfully manage and develop a team
- Excellent verbal and written communication skills
- Ability to develop, implement, and administer goals, objectives and procedures for providing effective and efficient services for Communities In Schools of the Dallas Region
- Ability to prioritize objectives and needs in a busy environment
- Excellent presentation skills to effectively communicate to a variety of internal and external business partners.
- Ability to be flexible and work as part of a team and be a strong individual contributor
- Ability to establish and maintain good working relationships with other Communities In Schools of the Dallas Region employees and the public

Working Conditions and Physical Requirements

- Ability to lift, carry and otherwise move up to 15 pounds on a regular basis
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day
- Ability to utilize computer equipment and associated software to complete daily work responsibilities
- Inside work in an office environment with no exposure to weather conditions.
- Available to work 7.5 hours per day and/or 37.5 hours per week or more as necessary to meet objectives
- Ability to travel for meetings, agency trainings and other miscellaneous work assignments within or outside the Greater Dallas Area. Reliable transportation is a must
- The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. CISDR may change the specific job duties with or without prior notice based on the needs of the organization

Direct reports

Accountant
Accounting Manager

Communities In Schools of the Dallas Region is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender, gender identify, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training.