

## Position Description

### **Children's Advocacy Center for Denton County, Inc. Chief Financial Officer**

CACDC's mission is to empower child abuse victims, their families, and our community through education, healing, and justice.

#### **Position**

Reporting to the CEO, the Chief Financial Officer (CFO) will be responsible for oversight of all finance, accounting and reporting activities. The CFO will be involved in supporting presentations to the CEO and Board finance teams, the auditor, and will work closely with the development team.

The CFO will lead all day-to-day finance operations of a budget of \$2.7m and supervise staff with functional responsibilities over accounting, accounts payable, accounts receivable, payroll and grants administration. The CFO will ensure that CACDC has the systems and procedures in place to support effective program implementation and conduct flawless audits. The CFO will work closely with program leaders to develop and manage program budgets and to explore how the finance function can most effectively and efficiently support program operations.

#### **Responsibilities:**

##### **Finance and Accounting Leadership:**

- Oversee all accounts, ledgers and reporting systems in accordance with GAAP principles and regulatory requirements.
- Develop and maintain internal control processes and procedures surrounding cash receipts and disbursements, program budgets and the financial reporting process.
- Coordinate all audit activity including functional worksheets.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of CACDC's financial status.
- Assist CACDC leadership team/board in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Engage the board executive and Finance committee around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate and foundation grants.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Serve as a business partner to the CEO on the organization's financial, budgeting, and administrative processes – including HR, payroll, and benefits functions – with an eye to continuously developing and improving systems.
- Develop and track operating metrics for the organization aligned with fulfilling mission

#### **Qualifications:**

- The CFO will be committed to CACDC's mission and to ensuring the integrity of the programs through the finances. The CFO will ensure that CACDC is an excellent steward of resources.
- The CFO will have at least five to eight years of professional experiencing, including managing the finance and administration of a high-growth \$2 - \$10m organization.

- At least a bachelor's degree in Accounting or Finance
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Past success working with a Board of Directors with the ability to inform, communicate and work together with Board of Directors and Finance committee.
- Technologically savvy, with an ability to point to examples of having worked to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed