



Children's Bereavement Center OF SOUTH TEXAS

Job Title:	Director of Finance & Administration	Job Hours:	8:30 – 5:00 M-F; occasional nights/weekends
Department:	Executive	FLSA Status:	Non - Exempt
Location:	San Antonio, Texas	Travel Required:	Minimal
Pay Grade:	\$80,000 - \$90,000	Position Type:	Full-Time
Reports to:	Executive Director	Date Posted:	NA
Will Train Applicant(s):	No	Posting Expires:	NA
Supervises:	Accountant; Assistant Operations Director; Liaison to Board Finance Committee		
External Posting URL:	www.cbcst.org . Email resume and cover letter to khernandez@cbcst.org		

Job Summary

Reporting to the Executive Director (ED), the Director of Finance and Administration will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to ten years. She or he will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure. As a member of the senior management team, the Director of Finance and Administration will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for expansion of new services. This position will also require involvement with and support of fundraising initiatives.

Job Description

ESSENTIAL FUNCTIONS/PERFORMANCE REQUIREMENTS:

A. JOB RESPONSIBILITIES

1. Serve as integral contributor to the strategic planning, budgeting and decision-making process of the organization
2. Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed programs in collaboration with the senior management team
3. Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for board of directors, and finance committee
4. Develop, in collaboration with the Development Director, grant specific budgets supporting private and public fundraising efforts
5. Provide oversight to annual financial audit process
6. Support Assistant Operations Director to ensure timely and accurate submission of timesheets and payroll related documentation
7. Assist the Executive Director in developing and overseeing the risk-management and long-term business strategies of the Organization
8. Prepare grant budget reports with explanation of variance as needed
9. Be available to brief the Executive Director on financial/accounting matters for review in advance of meetings of the Board and, as requested by the Board and/or Executive Director, attend meetings of the Board and its Committees and present the information necessary or relevant to the Board or such Committee for discharging its duties
10. Oversee the development of an IT plan for the future and implement it successfully to meet IT needs (hardware and software) as the organization grows

11. Maintain a positive and ethical work climate, including equitable wage and benefits, that is conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels;
12. Serve as staff liaison to the Finance Committee or other committees where applicable and/or assigned by the Executive Director
13. Represent the organization externally, as necessary, particularly in banking negotiations
14. Manage one full-time accounting administrator and Assistant Director of Operations; hire and retain support staff as needed in the future
15. Perform other functions related to the office of the Director of Finance and Administration as may be requested by the Executive Director or the Board.

B. ADMINISTRATION

1. Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes-including HR, payroll, and benefits functions-with an eye to continuously develop and improve systems
2. Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, IT, security, cleaning, supplies, etc.), with assistance from Assistant Operations Director

C. COLLABORATION

1. Develop successful and trusting relationships with the program managers and team members and create and sustain an environment that supports these relationships
2. Work with senior leadership to ensure CBCST is presenting relevant, impactful, and timely messaging of programs and organizational priorities
3. Assist with fundraising and special events, and support Development Director in stewardship of foundation and large stakeholder relations

D. QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Education: Bachelor's degree in Business, Management, or Finance (MA/CPA/MBA preferred)
2. 5-8 years' professional experience, including managing the administration of a high-growth multi-million organization, preferably in a non-profit organization
3. Experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization
4. Demonstrated experience in financial management and accounting, ideally in the nonprofit sector. Experience should include audit, compliance, budget, and resource development
5. Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
6. Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes
7. Proven effectiveness leading professionals in finance and accounting
8. Flexible and a self-starter; able to multitask while also being highly detail oriented
9. Excellent writing skills, public presentation/speaking, and communication skills
10. Personal qualities of integrity, credibility, and a commitment the nonprofit's mission
11. Physical Requirements: include occasional lifting/carrying of 25 pounds; visual acuity; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Children's Bereavement Center and SWBC PEO provide Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or status as a covered veteran in accordance with applicable federal, state and local laws.