

# Camp Fire First Texas Job Summary



<i>Job Title</i>	Senior Vice President, Finance & Administration
<i>Department</i>	Administration
<i>Location</i>	Camp Fire Resource Center, 2700 Meacham Blvd Fort Worth 76137
<i>In-Person/Virtual</i>	2 days per week in person, 3 days per week remote work option
<i>Reports To</i>	President & CEO
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Regular
<i>Compensation Package</i>	\$100,000-\$105,000 annually Plus a comprehensive benefits package including medical and dental insurance, supplemental insurances, company paid LTD and Life, 7 paid holidays, 1 floating holiday, week-long closure in December, PTO and personal leave for employees working 30+ hours, and a 401(k) retirement savings plan including a company match.

**APPLY NOW**

## Our Commitment to Equity

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application. Camp Fire strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

## Our Investment in You

Through a commitment to equity, continuous learning and by leading with our values, we believe in maintaining a supportive work culture while providing the highest quality programming. Camp Fire is putting the call out to the passionate individual who is ready to join our team.

**Job Summary:** The SVP of Finance and Administration oversees and leads Camp Fire's internal finance and administrative functions as well as builds and manages the systems needed to ensure organizational health and stability. This role is charged with transforming and enhancing existing financial and administrative functions to the next level of performance during a period of significant change in the organization. The SVP reports directly to the President & CEO and serves as a key member of the executive team. This individual will partner with senior leadership

and the Board of Directors to develop and implement sustainable, innovative and fiscally responsible strategies across the organization. This team player must demonstrate the ability to adapt to a continually evolving environment and possess superior leadership, communication and creative problem-solving skills.

## Essential Functions:

### **Key Area of Responsibility . . . . .Finance**

\*Oversee all day-to-day and annual financial functions including monitoring finances, making projections, analyzing trends, developing tools to better understand fund balances and organizational costs and expenses, and provide sound advice on the courses of action needed to promote overall financial health.

\*Oversee cash flow planning and ensure availability of funds \*Oversee cash, investment and asset management

\*Oversee financial strategies and activities as well as relationships with banks and financial institutions

### **Key Area of Responsibility . . . . .Accounting, Administration & Business Services**

\*Oversee all accounting operations to ensure proper maintenance of all accounting systems and functions; directly supervise Camp Fire’s finance staff

\*Coordinate annual audits and proper filing of tax returns and documents

\*Ensure maintenance of strict and appropriate internal controls and financial procedures

\*Ensure timeliness, accuracy and efficiency of financial and administrative reporting for federal and state entities, funders, foundations, and Camp Fire Board of Directors; oversee the preparation and communication of monthly and annual financial statements

\*Ensure legal and regulatory compliance regarding all accounting and financial functions

\*Oversee certain business service functions including organizational procurement processes and information technology (IT) needs

\* Oversee monthly grants billing and reporting including Schedule of Federal Awards

\*Oversee all payroll functions related to accounting and assist in the review of benefit changes related to expenditure of council resources

\*Prepare monthly/annual cost allocation spreads for administration, facilities and program cost pools.

### **Key Area of Responsibility . . . . .Policy and Planning**

\*Lead and manage the development and monitoring of organizational and departmental budgets

\*Advise and participate in organizational policy development as member of executive team; review division of responsibility for accounting procedures between finance and program teams and make any needed adjustments

\*Remain knowledgeable and up-to-date on nonprofit audit best practices and state/federal law regarding nonprofit operations

\*Maintain council's accounting manual and update on annual basis

**Key Area of Responsibility** . . . . . **General**

\*Meet monthly with President & CEO to review financial position of council

\*Provide training to all staff regarding financial policies, procedures & procurement on annual basis \*Evaluate effectiveness and use of accounting software.

\*Assist in staffing and coordination of the Finance Committee.

### **Required Knowledge/Skills/Abilities:**

- ◆ BA in accounting, finance or related field
- ◆ At least 5 years of experience in nonprofit financial management
- ◆ Familiarity with Blackbaud Financial Edge and Raiser's Edge
- ◆ At least 5 years of experience working with federal grants
- ◆ Knowledge of digital accounting programs
- ◆ At least 5 years of experiencing supervising and developing staff / teams

### **Certificates, Licenses, Registrations**

CPA desired but not required

### **Essential Functions:**

- Ability to lift 40 pounds
- Ability to communicate clearly
- Ability to use office equipment including copiers, computers and telephones

### **Relationships:**

- ◆ Direct supervision of 3 accounting staff on a daily basis
- ◆ Actively participate as member of the Executive and Staff Leadership Teams
- ◆ Collaborate and partner with department heads on budget preparation and forecasting & review of income and other financial statements
- ◆ Closely partner with President & CEO, SVP of Marketing & Strategic Alignment and SVP of Early Education and Program Evaluation on overall operation and direction of the organization
- ◆ Participate in bi-monthly Council Board of Directors meetings, monthly finance committee meetings and quarterly

### **Accountability:**

- ◆ Accurate monthly financial statements of the council and all underlying departments
- ◆ Lead the budget development and monitoring processes including compliance of budget managers
- ◆ Highlight significant budget variances for President & CEO and serve as trusted advisor on resolution
- ◆ Council review of and compliance with financial requirements of all grants and contracts

## About Camp Fire:

Camp Fire First Texas is a 501(c)(3) nonprofit organization that invests in North Texas communities by providing out-of-school time and outdoor learning programs for children and youth while also offering workforce development programs for early childhood educators. We envision a community in which every child has equitable access to the learning opportunities they need to succeed and thrive in a rapidly changing world.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## Our Commitment

Camp Fire welcomes and embraces all youth of diverse cultures, beliefs, experiences, and identities. We are committed to creating a culturally-responsive, inclusive, and safe environment for all children, families and staff. Camp Fire First Texas is an Equal Opportunity Employer. Employment decisions are made without regard to race, age, religion, color, gender, gender expression and identification, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

## Apply:

[Apply online](#) or email [HR@CampFireFW.org](mailto:HR@CampFireFW.org) a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/careers/>.

*Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.*

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or follow up emails, please.***

