



Camp Fire First Texas
2700 Meacham Blvd.
Fort Worth, TX 76137
817-831-2111

POSITION DESCRIPTION

POSITION: Senior Vice-President, Finance and Administration

RESPONSIBLE TO: President & CEO

POSITION LAST UPDATED: October 13, 2021

SALARY RANGE: \$100,000 - \$105,000 annually

POSITION OVERVIEW 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.

QUALIFICATIONS:

- ◆ 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

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 El Tesoro Foundation meetings
- ◆ Develop relationships with the appropriate community organizations necessary to meet departmental goals

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

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