



Chief Financial Officer

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Chief Financial Officer (CFO) provides both operational and programmatic support to the agency. The CFO supervises the finance team and is the Chief Financial spokesperson for the organization. The CFO ensures all aspects of finances are completed accurately and timely. The CFO reports directly to the President/Chief Executive Officer (CEO) on all strategic and tactical matters as they relate to budget management and cost benefit analysis.

Responsibilities Include:

- Works in partnership with the CEO and the Senior Leadership team to create strategic plans and implement new processes and approaches to achieve goals and outcomes that will contribute to the safety and well-being of clients and staff.
- Creates strategies, executes, and operationalizes the strengthening and management of the culture and practices that reflects the organization's mission, core values and trauma informed care principles and fosters high engagement and retention of staff.
- Develops a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating agency vision, implementing yearly staff development plans, and mentoring.
- Leads staff in the continuous improvement of quality and operational processes that support service delivery through the Performance and Quality Improvement (PQI) program.
- Provide for all staff a strong day-to-day leadership presence; coaches and develops staff to broaden and deepen skills; creates structured, focused interaction with learners and uses appropriate strategies, tools, and techniques to promote desirable and sustainable change for the benefit of the learner, making a positive impact on the organization.
- Keeps President/CEO abreast of all financial issues at all times.
- Analyze monthly financial statements and reports and presents monthly to the President/CEO as well as the finance committee agency revenues/expenses by department.
- Assist each department Chief with financial information, budget, and analysis.
- Prepare agency annual budget through coordination with the Senior Leadership team
- Schedules, coordinates, and facilitates the annual financial audit and the federal awards audit.
- Schedules, coordinates, and facilitates the 990-tax reporting.
- Serves as ex-officio member of Board of Trustees Finance Committee and Foundation and attends all meetings.
- Monitors changes in accounting and reporting requirements for non-profits.
- Coordinates and or prepares budgets and financial projections for various funding requests from various foundations and/or other agencies.
- Oversees payroll to ensure it is completed timely and accurately.
- Assists with United Way financial data requests and periodic filings.
- Works with Human Resources and auditors on 401(k) audit.
- Coordinates other financial audits and tax related filings that come up periodically.
- Oversees treasury operations including cash management and investing.
- Coordinates between Foundation and agency on investments/cash needs including updating of investment policy.
- In the absence of the TCS COO, will oversee all facility and fleet issues, concerns, expenses.
- Coordinate quarterly meetings to ensure COO, CFO and Chief Development Officer are aligned regarding upcoming facility projects and expenses.

Requirements:

- Bachelor's Degree in Accounting or related field
- Certified Public Accountant
- Minimum of seven years accounting experience in all areas of accounting, preferably in non-profit accounting.
- Successful clearance of a criminal background check, including fingerprinting and drug testing.
- Maintain current driver's license/access to reliable and safe transportation for self.
- Ability to engage and communicate effectively with persons from diverse cultures and communities, including children/youth, their parents, network provider's staff, supervisors, administrators, and the legal and judicial system.
- Skill in establishing and maintaining effective relationships.
- Skill in managing staff and having courageous/difficult conversations.
- Skill in organizing work in a responsible way in an environment with multiple challenges and priorities.
- Skill in leading and prioritizing work for internal staff as well as others working on projects in collaboration with the agency.
- Ability to engage and communicate effectively with persons from diverse cultures and communities, as well as from different groups, including children, their parents, agency colleagues, support staff members, supervisors, administrators, and the legal and judicial system/good public presence.
- Access to reliable and safe transportation for self.
- Working knowledge of Minimum Licensing Standards for General Residential Operations and Youth for Tomorrow services requirements.

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.chshel.org or in person at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm