

# GoodCitizen

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Communities In Schools of Central Texas  
Chief Finance Officer  
Location: Austin, TX

## About Communities In Schools of Central Texas

For more than 40 years, Communities In Schools of Central Texas (“CIS Central Texas”) has been helping students achieve in school, graduate and go on to bright futures. By helping the most vulnerable students in Central Texas to stay in school and succeed in life, CIS is building stronger, healthier, and more economically stable communities where every person can reach their greatest potential.

CIS Central Texas is a local affiliate of a national nonprofit recognized for its evidence-based model that ensures every student, regardless of race, zip code, or socioeconomic background has what they need to realize their potential in school and beyond. Working directly inside schools, CIS connects students to caring adults and community resources that help them see, confront, and overcome the barriers that stand between them and a brighter future. Together, CIS builds a powerful change movement made up of peers, students, and alumni committed to building an equitable path to education for future generations.

CIS Central Texas is in over 100 schools, 7 districts and 5 counties. Last year alone, over 8,500 students received intensive support from CIS programs and staff. CIS impacts student outcomes by focusing on organization’s five core values:

- Relationships - Cultivating Relationships That Work
- Impact - Driving Student-Centered, Measurable Impact
- Equity - Being Boldly Race, Equity, and Justice-Forward
- Learning - Reflecting on Our Practice, Improving for the Future
- Sustainable Excellence - Prioritizing Sustainable Excellence

To learn more about CIS Central Texas, visit <https://ciscentraltexas.org/>.

## The Opportunity

CIS Central Texas is seeking an experienced Chief Finance Officer (CFO) to join their Central Office team in Austin, TX. As a key member of the Executive Leadership Team, the CFO will provide strategic financial leadership and advisory to the CEO, Board of Directors, and the Finance and Audit Investment Committee. This role is crucial as CIS Central Texas transitions to a new headquarters in Fall 2024 and expands their services further across Central Texas. The CFO will be responsible for ensuring effective finance and reporting structures, along with management and oversight of the Finance department to help CIS Central Texas achieve its mission. Reporting to the CEO, the CFO will manage a team of four consisting of a Controller, Senior Accountant, Accountant, and Payroll Specialist.

## Key Responsibilities

The Chief Financial Officer's specific areas of responsibility include, but are not limited to:

#### *Planning and Policy*

- Manage the fiscal budgeting process to prepare a budget that meets the strategic goals of CIS Central Texas
- Coordinate the development and monitoring of budgets
- Make key decisions regarding allocation, budgeting, financial management and forecasting
- Participate in organization policy development as a member of the executive management team
- Engage the Finance and Investment Audit Committee to develop short, medium, and long-term financial plans and projections

#### *Finance, Accounting and Administration*

- Manage relationships with investment advisors and audit firm
- Oversee cash flow planning, ensure availability of funds as needed, investment, asset management, strategies and activities, as well as banking relationships
- Coordinate all audit activity, including the annual financial audit and monitoring by funders, ensuring prompt completion without findings
- Ensure checks & balances, separation of duties and oversee the preparation and communication of monthly and annual financial statements
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans
- Utilize robust knowledge and expertise in Generally Accepted Accounting Principles (GAAP) and financial reporting standards to maintain accurate and transparent financial records
- Provide accurate reporting to the Board of Directors and serve as staff liaison for the quarterly meetings of the Finance and Investment Audit Committee
- Oversee the accounting department to ensure proper maintenance of all accounting systems and function
- Oversee capital campaign operations for All In For Kids, Inc. 501(C)(2) a subsidiary of CIS of Central Texas

#### *Risk Management*

- Oversee the insurance needs and business lines of insurance for both the organization and All In For Kids Inc, a 501(C)(2), analyzing requirements and engaging with brokerage experts to ensure appropriate coverage is provided
- Maintain internal control and ensure safeguards are in place for receipt of revenue, costs, and program budgets and actual expenditures
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations

#### *Leadership & People Management*

- Design, establish and maintain an organizational structure and staffing to accomplish the department's goals and objectives
- Promote and maintain agency culture, standards, and systems by fostering a positive and inclusive work environment that aligns with the organization's mission, values, and strategic priorities. This includes developing and reinforcing organizational policies, procedures, and best practices to ensure consistency, compliance, and continuous improvement across all functions
- Lead a team of four financial and accounting professionals by providing direction, guidance, and support to ensure the achievement of team goals and objectives. This involves effective communication, coaching, and mentoring to foster professional growth

and development, as well as promoting collaboration, teamwork, and accountability within the team

- Perform all other duties as required by the Chief Executive Officer, demonstrating flexibility, adaptability, and a willingness to contribute to the overall success of the organization by fulfilling additional responsibilities or assignments as needed to support strategic initiatives and operational needs

## **Ideal Candidate**

The ideal Chief Financial Offer candidate has strong business and financial acumen and has experience leading the financial and risk management departments of an education nonprofit. This leader is inspired by the mission of CIS Central Texas and is highly motivated to change children's lives through education. They will embody CIS Central Texas's values of cultivating effective relationships, driving student-centered impact, and being bold in race, equity, and justice. Additionally, the CFO will prioritize excellence and sustainability by thinking in structures and systems, finding efficiencies, and fostering creativity and innovation for long-term growth.

## **Qualifications**

This leader will also bring:

- Bachelor's degree in accounting, business, finance, or a related field (Master's degree preferred)
- CPA licensure, preferred but not required
- Extensive experience in or advanced knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting
- Proven track record in strategic financial planning and risk management
- Excellent communication and leadership skills
- Technologically savvy with proficiency in accounting software, particularly Abila, and extensive experience collaborating with information technology staff to manage finance and accounting software applications
- Experience in partnering with executive staff, resulting in the development and implementation of proactive financial management strategies
- Ability to examine and understand strategic business needs and reengineer processes to optimize operational controls to develop financial plans to support those needs as part of the overall growth strategy
- Thorough knowledge and understanding of the Office of Management and Budget Super Circular
- Proof of producing clean audits in prior accounting positions; experience with single audits is a plus
- Team-oriented with a desire to support the organization's strategic initiatives
- Ability to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented position

## **Compensation, Location, and Work Environment**

The starting salary range for this position is \$125,000-\$140,000, determined by qualifications and relevant experience. CIS Central Texas offer a comprehensive benefits plan, paying 100% of the employee premium for the base medical insurance plan and provide subsidy to support

coverage for spouse/domestic partner and children. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time, professional development, and a 403(b) plan with an employer match.

This position is a full-time hybrid position and will be required to work in-office four days a week at the CIS central administrative office in Austin, TX, and one day a week from home.

### **Communities In Schools of Central Texas EEO Statement**

Communities In Schools of Central Texas is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals of all backgrounds and experiences. Even if you do not check all the boxes or meet all the requirements, we encourage you to still apply.

### **To Be Considered**

Please submit your resume and cover letter expressing your interest in the position and your fit for the role via the "[Become a Candidate](#)" button. Applications will be reviewed on a rolling basis, with priority given to those received by July 15, 2024.

GoodCitizen has been exclusively retained by Communities In Schools of Central Texas to lead this search. For questions, please contact:

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