

United Way of San Antonio and Bexar County

Job Description



United Way of San Antonio
and Bexar County

TITLE:	Chief Financial Officer		
DEPARTMENT:	Management and Administrative Svcs.	GRADE:	
IMMEDIATE SUPERVISOR:	President & CEO	EXEMPTION STATUS:	Exempt
DATE POSTED:	August 11, 2021	EXPIRES:	Sept. 10, 2021
JOB LOCATION:	San Antonio, Texas	SALARY RANGE:	Negotiable BOE

ABOUT US

United Way of San Antonio and Bexar County (UWSA) is dedicated to improving people's lives by helping individuals and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes, and investing in programs and initiatives that help those in need and prevent problems from happening in the first place. Our management and administrative services department serves as the backbone of our work in that it provides the infrastructure, back-office services, and financial reporting necessary to support our mission.

JOB SUMMARY

The UWSA CFO is an experienced financial leader responsible for administrative service departments that include accounting, pledge processing and collections, grants accounting and reporting, information services, and human resources. The CFO directs all areas of internal and external financial reporting and budgeting for UWSA and acts as the staff liaison to the Audit Committee, Finance Committee, Diversity and Human Resources Committee, and the Endowment Committee.

DUTIES AND RESPONSIBILITIES

- Manages the organization's treasury functions and relationships, including cash flow planning, investment management, and relationships with financial institutions and investment managers. This includes the investment of excess cash balances with approved investment management firms.
- Establishes and monitors internal controls to assure safekeeping of the organization's assets and the integrity of its financial reporting.
- Directs the development of the annual budgets for UWSA. Responsible for presenting the original and amended budgets to the UWSA finance committee for review and approval. Manages and approves expenditures throughout the fiscal year to stay within budget.
- Directs the preparation and review of the annual GAAP basis financial statements of UWSA and coordinates the annual financial audit.
- Responsible for consulting with and advising the CEO in matters associated with the management of financial reserves necessary to provide for the financial health of the organization.
- Facilitates the preparation of tax related reports including the annual IRS Form 990 and retirement plan reporting.
- Oversees the preparation of the annual compensation study for the UWSA staff and coordinates with the review of this report with consultants appointed by the Human Resources committee.
- Manages the preparation of the monthly internal financial reports for UWSA and presents them to the finance committee and full board for approval.
- Responsible for reviewing and approving all processes of the accounting department, including revenue recognition, accounts payable, adjusting journal entries, payment of agency allocations, etc.

- Responsible for allocating resources necessary for the Information Services department. Meets with department vice president regularly to ascertain department's effectiveness, security, software requirements, and budget needs.
- Oversees Human Resources Department and coordinates the use of Human Resources consultants.
- Manages the process of negotiating employee benefit contracts. Oversees the retirement plan advisory and TPA contracts.
- Manages the allocation of capital expenditure funds and oversees the expenditure of these funds.
- Consults with department heads as necessary to address personnel matters, costs, and budget needs.

EDUCATION AND EXPERIENCE

- Bachelor's or master's Degree in accounting required.
- CPA certification strongly preferred.
- 10+ years' experience in a relevant field. (public accounting, nonprofit accounting and management).
- Proficiency in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, budgeting and general ledger tools.

BENEFITS

- Employer-subsidized healthcare plan with employer-funded HRA offered.
- Group dental, vision, life insurance and other insurance products available.
- Paid holidays, personal and sick leave time.
- 403(b) retirement plan with employer matching available.

WORK ENVIRONMENT

- Normal office environment with little exposure to dust, noise, and extreme temperatures.
- Reliable personal transportation required.
- Exposure to glare from a computer.
- Monday-Friday, 8:15 am to 4:45 pm work week with occasional evening and weekend hours.
- Ability to work remotely as indicated by environmental factors, such as COVID-19.

SPECIAL SKILLS / INFORMATION

- Demonstrated track record of motivating people to work towards a shared goal.
- Seasoned executive with experience in leading teams and managing people.
- Strong oral and written communication skills.
- Self-starter with strong interpersonal skills.
- Strategic planning and implementation.
- Critical thinking and problem-solving skills.
- Budgeting and resource management skills.
- Ability to organize and coordinate special projects.
- Excellent time management skills

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The contents of this job description may change as deemed necessary by United Way of San Antonio and Bexar County.

APPLY

To submit your application visit <http://bit.ly/uwsajobs>.

- Applications WILL NOT be accepted via email.
- Contact uwjobs@unitedwaysatx.org should you experience problems submitting your application.

United Way of San Antonio and Bexar County is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information or any other status protected by federal, state or local law.



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