



STRENGTHENING THE VOICES OF CASA STATEWIDE

TEXAS CASA SEEKS CHIEF FINANCE & ADMINISTRATION OFFICER

Location: Austin, Texas

Reports to: Chief Executive Officer

Effective: May 2019

Texas CASA (Court Appointed Special Advocates) is part of a national volunteer movement that began in 1977 in Seattle when a juvenile court judge conceived the idea of citizen volunteers speaking up for the best interests of children who are in foster care due to abuse or neglect. Today, the CASA movement has evolved into one of the largest volunteer organizations in the country. CASA volunteers are appointed by judges to watch over and advocate for these children in court, school and other settings to make sure they don't get lost in the overburdened child protection system. Volunteers stay with each case until it is closed with the goal of ensuring these children are kept safe and have the opportunity to thrive and grow.

In Texas, there are 72 local CASA volunteer advocacy programs with nearly 11,000 volunteers serving more than 30,000 children in 217 counties across the state. Texas CASA is the statewide organization that provides funding, resources, training and support to these local programs, to ensure they can operate effectively and seek out the best possible volunteers who will advocate passionately for the children they serve.

Texas CASA is an inclusive, welcoming and affirming organization that values, celebrates and actively seeks out diverse candidates. We are an equal opportunity employer and do not discriminate against any individual, employee or applicant on the basis of race, national origin, color, creed, sex, age, pregnancy, sexual orientation, gender identity, gender expression, disability, or veteran or citizenship status. People of all identities are encouraged to apply.

POSITION SUMMARY:

The Chief Finance and Administration Officer (CFAO) oversees all of the administrative functions that support the accomplishment of Texas CASA's mission, including finance, operations, data management, grant management, risk management and human resources. The CFAO will coordinate and consult with the CEO and Texas CASA executive management to ensure that Texas CASA's financial, technological, data management, human resources and other infrastructure goals are accomplished in accordance with best practices. The CFAO is a member of the executive management team and is responsible for the development and implementation of a financial



management strategy in a way that ensures credibility, trust and transparency with internal and external stakeholders. The CFAO works with the Board of Directors to ensure the organization is sustained through strong internal systems, diversified funding, and a strategic and compelling position in the external world. The CFAO will ensure appropriate risk management practices are in place and will lead development of necessary policies to accomplish these practices. The CFAO will supervise and actively participate in the carrying out of all financial and administrative functions with direct responsibility for financial management and Texas CASA business operations.

The CFAO directly supervises the Finance and Business Operations Director, the Data and Research Manager, the Data Administrator, the contracted Managed Service Provider (MSP) of IT services, the HR and Accounting Assistant and the Executive Assistant. The CFAO will provide direction to the contracted Human Resources Advisor.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Financial Management:

- Lead financial management and fiscal responsibility through the annual budgeting and planning process in conjunction with the CEO and executive management team; review and administer all financial plans and budgets; monitor progress and changes, ensuring they align with the priorities, goals and objectives of the organization; and keep the executive management team abreast of the organization's financial status.
- Ensures that agency internal financial controls are in accordance with generally accepted accounting principles and all rules and regulations governing 501 (c)(3) agencies and funders.
- Review monthly financial position, prepare reports and make strategic recommendations that ensure financial stability; develop and provide tools including monthly reports and dashboards to the CEO to ensure transparency and knowledge of the financial position of the organization, assets and investments.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors; assess any changes necessary.
- Collaborate with each operational function to establish annual goals and objectives, and track results against these goals.
- Remain up-to-date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations.
- In partnership with the CEO and other members of the executive management team, develop a long-term financial plan and roadmap to ensure Texas CASA continues to be a financially sustainable organization, and ensure the financial goals set by the Board of Directors are accomplished.
- As a business partner to the executive management team, assess organizational performance against both the annual budget and the organization's long-term strategy.
- Serve as the primary staff liaison to, and engage with, the finance committee of the Board of Directors to develop and monitor financial plans and projections.



- Oversee the management of the Texas CASA endowment.

Administration & Operations:

- Oversee and manage all activities related to the office administration and maintenance of Texas CASA, office equipment, IT and business operations. Establish standard operating procedures and policies to guide the work of the all departments and functions of Texas CASA.
- Work with the IT MSP and the executive management team to ensure the organization has the core systems, infrastructure, and processes to best support the growth and expansion of the organization. Develop, in partnership with the IT MSP, a long-term technology roadmap and plan for Texas CASA.
- Oversee risk management including insurance and legal activities such as letters of agreement, contracts, leases, and other legal documents and agreements.
- Oversee and manage the data management system; and assure accurate reporting of data from local CASA programs and use of collected data for legislative reporting and special reports requested.
- Evaluate, upgrade and manage the organization's outsourced partnerships to ensure compliance with agreements and optimal functioning of all building systems (mechanical, fire/life safety, security and disaster planning) to further streamline and improve the effectiveness of Texas CASA.
- Collaborate with the CEO and human resources advisor to develop and implement broader talent strategies in alignment with agency priorities (e.g. compensation and benefits, recruitment and staffing, employment processing, records management, organization and professional development, retention, diversity and career growth activities).

Leadership & Staff Management:

- Serve as a member of the executive directors' management team and participate in organization-wide problem solving and decision making.
- Effectively lead, coach, develop and retain a high-performance team with an emphasis on developing capacity in strategic analysis, inter-team coordination and planning, and multi-year budgeting.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Manage the day-to-day facility, equipment and operational needs; sharing responsibility for strategic integration of operational activities within and between reporting departments and other areas of the organization.
- Other duties as assigned.



QUALIFICATIONS:

Required:

- Minimum of bachelor's degree in business management, finance, accounting or related field.
- Minimum of 10* years' experience in a senior finance position; minimum of 5 years' experience in a management role; experience in nonprofit sector preferred. **A CPA or advanced degree in finance or accounting will decrease the number of years required.*
- Proficiency in all aspects of nonprofit accounting and all pertinent GAAP, SEC and Uniform Guidance (UG) rules and regulations.
- Strong computer skills including the visual presentation of complex financial data, and proficiency in Microsoft Office 365.
- Exceptional knowledge of financial forecasting, accounting principles and financial data analysis.
- Demonstrated history of leading, inspiring and motivating a diverse staff.
- Presentation skills and ability to present complex information to employees, the Board of Directors, funders and other stakeholders in both written and verbal formats.
- Strategic direction and planning: provide input and support for setting the strategic direction of the organization, engage actively in the strategic planning process, and establish annual functional area goals.
- Critical thinking and creative problem solving; critical analysis of issues and clear rational thinking involving reasoned judgments. Ideas are well thought out and include an analysis of a number of options. Ability to provide expert opinions and advice to Texas CASA executive management, Board of Directors and staff.
- Strong leadership, analytical and strategic planning skills, including evidence of ability to work across organizational boundaries and large, dispersed stakeholder groups to achieve results.
- Demonstrated excellence in communications - written and verbal; strong interpersonal skills.
- Demonstrated ability to operate effectively in a fast-moving, highly diverse environment, while effectively prioritizing and leading a variety of activities.
- Highly collaborative style, positive attitude, commitment to continuous improvement and strong work ethic grounded in honesty and integrity.
- Commitment to diversity and inclusion; as well as willingness and openness to learning, growing and having discussions around this arena.



Preferred:

- Master's degree and/or CPA
- Prior experience with grants management

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

The CFAO will be expected to have daily transportation to attend offsite meetings, and various events. Occasional out-of-town overnight travel. The CFAO will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

HOW TO APPLY:

By **May 1, 2019**, please email a cover letter, resume and five references to Amy Garcia, HR and Accounting Assistant, at agarcia@texascasa.org. The subject line of the email should be "Texas CASA Chief Finance and Administration Officer Application." The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description.

Please email requested documents with attachments in PDF format only. We do not accept phone inquiries regarding the position.

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