

Chief Financial Officer

Texana Center is seeking an experienced and strategic Chief Financial Officer (CFO) to join its executive leadership team. The CFO will lead and oversee all financial operations of the Center, ensuring the delivery of timely, accurate, and reliable financial information while maintaining strong stewardship of public funds, fiscal accountability, and effective internal controls.

This executive role is responsible for directing all finance-related functions, including financial reporting, accounting, payroll, budgeting, forecasting, and investment management. The CFO will play a key role in enhancing operational efficiency, strengthening the Center's financial stability, ensuring regulatory compliance, and providing insightful financial guidance to the leadership team and Board of Trustees.

RESPONSIBILITIES: The Texana Center CFO directs and oversees the financial activities of the Center including the delivery of timely, accurate, and reliable financial information through efficient and effective financial systems and business processes, fosters effective stewardship of public funds, and safeguards fiscal integrity through effective internal controls.

- **Exemplify Core Values:** Lead by example, embodying the Center's core values in all actions, behaviors, and attitudes, fostering a culture of collaboration, accountability, respect and excellence throughout the organization.
- **Strategic Goals:** Collaborate with the Board and Senior Leadership Team to develop strategic goals for the Center, informing the budget development process and setting direction for organizational growth and development.
- **Financial Record Keeping:** Develops and maintains the Center's integrated accounting and financial management systems in accordance with generally accepted accounting principles and uniform grant management standards as well state and federal requirements for a governmental entity ensuring appropriate internal controls exist and are adequate to safeguard the Center's assets.
- **Financial Reports:** Coordinate the timely preparation of financial statements, special analyses, and information reports while ensuring systems are in place and functioning that will generate accurate financial reporting and data management.
- **Direct Supervision:** Oversees the recruitment, selection and training of personnel to carry out Center financial management functions.

Provides direct supervision, support and problem resolution by working with all managers under the CFO authority including but not limited to: Financial Services Manager, Accounts Payable, Accounts Receivable, Purchasing, Payroll and Benefits.

- **Cash Flow:** Responsible for the Center's cash management, investment, and financing decisions to ensure appropriate Center cash flow.
- **Collaborate with the Senior Leadership Team:** Provide strategic consultation and recommendations to the Senior Leadership Team on financial issues, to include financial analysis and projections, cost identification and allocation, and revenue and expense analysis. Participate in leadership and planning activities of the Center as a member of the Senior Leadership Team.
- **Support Managers with Financial Oversight:** Provide consultative support to managers in matters of finance including current programs and new initiatives, through management and financial information analyses, reports, and recommendations.
- **Regular Reporting to Board:** Attend and report to the Board of Trustees with regular financial reports and the annual operating budget.
- **Compliance and Regulatory Oversight:** Ensure compliance with all federal and state regulatory and legislative requirements, as well as guidelines for grants received, staying informed of industry standards and best practices in mental health, IDD, autism and related fields.
- **Succession Planning:** Annually discuss and update the CEO on succession planning for key leadership positions in the areas of responsibility, including the CFO and departments of authority, ensuring continuity of effective leadership and organizational stability.

Salary:

Negotiable, commensurate with experience

Required Education and/or Certifications, Experience, Skills:

- Bachelor's degree in accounting, finance, business, or related field
- Five (5) years of increasing managerial or executive level accounting/finance (Community Center, Government, or Healthcare)
- Three (3) years of management level experience
- Valid Texas Driver's License

Preferred Education and/or Certifications, Experience, Skills:

- Master's degree and/or CPA preferred

Job Related Physical Requirements:

- Physical on-site presence, regular attendance, and punctuality are essential.
- Kneeling
- Pushing
- Stooping
- Climbing Stairs
- Walking
- Standing
- Sitting
- Hearing (with Aid)
- Operate Office Equipment
- Operate Motor Vehicle
- Ability to See
- Ability to Write
- Moderate Lifting and Carrying (15#-45#)

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Texana Center is an Equal Opportunity Employer.