

## Chief Financial Officer- Open Position-Full Time

Recovery Resource Council is a seventy-six-year-old nonprofit that is Joint Commission Accredited as a Behavioral Health Outpatient facility with an annual operating budget over thirteen million dollars and over one hundred employees serving 22 North Texas counties.

The Council seeks to serve veterans, youth / children, those who mis-use drugs and alcohol, and to shelter the insecure/homeless. It has administrative offices in both Tarrant and Dallas County. The Council is seeking a highly motivated, effective, experienced individual who will lead the Council's accounting team and be its Chief Financial Officer.

### MAJOR DUTIES AND RESPONSIBILITIES:

- The CFO serves as a member of the Senior Leadership Team, conducts the financial affairs of the agency, and prepares financial analyses of its operations, including interim and final financial statements with supporting schedules.
- The CFO oversees all finance functions, including budgeting, forecasting expenditures and revenues, cash flow planning, payroll, asset management, investments, and banking relationships.
- The CFO develops financial policies and procedures that comply with accepted accounting procedures and all statutory reporting requirements, maintains internal control safeguards and records systems, and continuously looks for ways to improve financial accounting and reporting systems.
- The CFO manages the development of Council budgets, identifying anticipated revenues and expenses for each program area and the Council as a whole. Additionally, the CFO is responsible for developing a variety of monthly financial, cash flow, and reporting documents for both internal use by Council staff and to meet external reporting requirements.
- The CFO supervises cash management, grant accounting, government grant and contract compliance, state and federal compliance, general agency accounting, cost accounting, and budget development / ongoing budgetary controls.
- The CFO will oversee year end audits and any required compliance audits and will also prepare the Council's federally approved indirect cost rate proposal.
- This position collaborates with Human Resources to develop and coordinate benefits packages, policies, and procedures, as well as other Human Resources functions. The CFO will also be responsible for coordinating the scheduling and use of external auditors and consultants.

## **MANAGEMENT ACCOUNTABILITY**

This position reports to the CEO. Specific supervisory and fiscal accountabilities would include:

### *Supervisory Responsibilities:*

This position supervises the financial and accounting staff and functions of the organization, plus applicable operations and finance consultants, accountants, and vendors.

### *Budget Accountabilities:*

This position directly manages departmental specific and organizational wide budgets and financial management systems within an environment of supporting a variety of functions and locations for the organization.

## **RELATIONSHIPS:**

Internal: Frequent contact with finance, human resource management, senior management, and managers. Ongoing communication soliciting and providing information, discuss issues, and explain or interpret policies, regulations, guidelines, and instructions within scope of job responsibilities. Regular contact with board members, professional peers, financial institutions, and auditors.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of generally accepted accounting principles in a nonprofit organization with multiple funding sources and multiple sources of programmatic delivery; risk management principles and audit standards; statistical analysis; principles and practices of project management; and principles and practices of contract management.

Ability to anticipate, identify, and assess potential problems and / or opportunities; provide strategic planning and management expertise for complex budgets; model and provide collaborative leadership; manage risk; perform routine hands-on budget, accounting and administrative work; communicate effectively and efficiently complex ideas to a variety of audiences in a clear, comprehensive, effective, and professional manner, both verbally and in writing, and model change management behavior and practices.

Use knowledge and understanding of the organization to make decisions and take actions that satisfy diverse interests and contribute effectively to the Council's goals and its commitment to mission objectives; show extensive ability to build and maintain relationships across broad constituencies.

Skilled in managing a participatory process for strategic budget management; entrepreneurial planning to support partnerships; fostering knowledge-based decision-making; planning collaboratively and effectively with individuals and groups with diverse objectives; managing group dynamics and facilitating consensus building; managing change in a dynamic environment; interpersonal communication techniques and strategies.

## **QUALIFICATIONS:**

### Minimum Qualifications:

- Bachelor's Degree in Business, Finance, Management, Accounting, or related field.
- 5-7 years of experience in financial / business management positions within a non-profit environment that includes supervisory responsibility.

### Preferred Qualifications:

- Advanced degree in Business, Finance, Management, Accounting, or related field.
- CPA or CMA designation including previous audit experience.
- Extensive professional experience in managing complex fiscal areas.
- Experience designing ways to simplify complex financial systems.
- Experience with strategic budgeting and planning processes.
- Experience in mergers, acquisitions, and capital planning / facility development.
- Experience working with rapidly growing and changing organizations.
- Demonstrated interpersonal and communication skills.
- Experience using automated accounting systems (MIP / Microix).

## **BENEFITS:**

The Council takes pride in hiring “A” Team players that have a passion for non-profit work. Additionally, the Council offers a rich benefits package that includes health insurance, life insurance, 401K, accrual of paid time off, paid holidays and Teladoc. The Council is a hybrid (in-person/virtual) organization which would allow the CFO position to telecommute at least 80% of the time if preferred. The Council is a one hundred vaccinated employer.

## **PHYSICAL DEMANDS / WORKING CONDITIONS:**

*The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Working conditions are primarily an office setting, long hours of close work at desk and / or computer terminal; frequent interruptions via in-person contact, phone calls, and email. Occasional travel will be required. Physical exertion may be required to lift supplies and equipment. The ability to travel commercially and to communicate orally and in writing / typing are required to perform the essential functions of the job. Applicants will be asked to complete a Predictive Index questionnaire before interview.

Interested parties should forward resumes to Margie Hatcher, Chief Human Resources Officer, at: [m.hatcher@recoverycouncil.org](mailto:m.hatcher@recoverycouncil.org)

Recovery Resource Council is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, age, marital status, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.