



## Job Description

<b>Job Title:</b>	Chief Financial Officer
<b>Department:</b>	Executive
<b>Reports To:</b>	Chief Executive Officer
<b>FLSA Status:</b>	Exempt
<b>Approval Date:</b>	June 21, 2021
<b>Review/Revision Date:</b>	June 21, 2021
<b>Salary Range:</b>	\$107,871 - \$160,556
<b>Funding:</b>	Grant
<b>Duration:</b>	Indefinite

### **ORGANIZATION AND PURPOSE**

Workforce Solutions Alamo is a nonprofit organization that serves as the leadership and governing body for the region's workforce development system. Workforce Solutions Alamo is responsible for over \$100 million dollar budget consisting in local, state, and federal funds. Our mission is Working to Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. We are guided by the core values of Integrity, Excellence, Innovation, Collaboration, and Accountability.

Workforce Solutions Alamo is governed by a 25-member Board of Directors that reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government. Our service area includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson.

### **GENERAL DESCRIPTION**

Under the direction of the CEO, this position performs highly advanced (senior level) policy administration and managerial work in a complex environment. Work involves providing counsel and advice to the CEO and Board on all agency fiscal matters. This position is also responsible for keeping abreast of legal, compliance and regulatory changes. Plans, organizes, and directs the operations of procurement and facilities, fiscal operations of the agency, including supervising the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement. Uses strong interpersonal and communication skills to manage an effective team of professionals that work effectively with internal and external partners. This position will also participate in the development of allocation of state and federal funds to agency operating programs and develops plans for validating and matching the various funds used in financing agency operations.

### **EXAMPLES OF WORK PERFORMED** (This list should not be interpreted as all-inclusive)



- Provides counsel and advice to the CEO, department heads and the Board regarding the agency's fiscal operations, budgets, and financial condition.
- Develops, implements, and maintains financial management and accounting systems, including controls, protocols, policies, and procedures.
- Prepares, interprets, and presents financial statements, monthly financial reports, financial analysis, cost studies, etc.
- Prepares the agency's budget(s).
- Provides financial and budgetary analysis.
- Oversees short and long-term financial planning and forecasting.
- Provides professional and technical assistance and guidance to contractors and service providers relating to financial matters.
- Tracks, analyzes, and evaluates the financial performance and effectiveness of workforce programs and service providers. Review's program/contractor expenditures, identifies trends or problems, and coordinates with program operations staff to develop appropriate solutions to address them.
- Develops and implements processes and procedures, including the introduction of new technologies, to improve the efficiency of the finance department.
- Ensures that the agency's assets are properly protected, including systems to record, track and dispose of agency property; and maintain required insurances and coverage amounts.
- Leads agency support of audits, financial monitoring, investigations, studies, reports, etc.
- Directs and oversees the agency's procurement functions.
- Negotiates facility leases, workforce service contracts, etc.
- Ensures compliance with federal, state, and local laws, rules, regulations, polices, and terms of financial assistance awards and grants.
- Serves as the agency's point of contact for financial matters with local, state, and federal entities.
- Provides training and development to fiscal staff.
- Performs related as assigned.

## **GENERAL QUALIFICATIONS GUIDELINES**

### **EDUCATION AND EXPERIENCE**

Extensive managerial experience (minimum 10 years) in fiscal operations. Graduation from and accredited four-year college or university with major coursework in business, accounting, or finance. Master's degree preferred. **CPA license preferred.** Minimum of 10 years supervisory experience required.

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

- Strong, demonstrated knowledge of workforce development programs and systems
- Working knowledge of and experience in interpreting state and federal laws, rules, and regulations relevant to financial activities



- Knowledgeable of the principles and practices of public administration, management, and nonprofit organizations.
- Demonstrated excellence in managing financial systems, accounting, budgeting, and reporting.
- Knowledgeable of generally accepting accounting principles.
- Ability to manage multiple funding streams and to budget and allocate costs accordingly.
- Strong analytical, problem-solving, project management, and critical thinking skills.
- Ability to collect, analyze and synthesize data and prepare reports.
- Effective interpersonal and communication (written and oral) skills.
- Be able to make presentations and testify at hearings.
- Ability to work effectively independently and as a team member.
- Ability to identify problems, evaluate and recommend alternatives, and implement effective solutions.
- Ability to effectively supervise the work of others.
- Strong commitment to the continuing development of team members.
- Creates funding projections and funding analyses in support of program activities and Board operations.
- Keep abreast of legislative changes that affect the management of funds.
- Knowledge of GAAP, OMB Circulars, and GASB and FASB rules pertaining to Non-profit and Governmental Agencies.

#### **GENERAL/ORGANIZATIONAL COMPETENCIES**

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honoring TWC policies and all regulatory requirements.
- **Problem Solving:** Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommends solutions to achieve the desired organizational goal or outcomes.
- **Establishing Focus:** Aligns personnel and other resources in a manner consistent with organizational vision and objectives.
- **Decision Quality:** Makes sound decisions that consider objectives, risks, implications, and agency and governmental regulations.
- **Customer focus:** Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or agency.



- **Communication:** Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping them informed.
- **Collaborating:** Being helpful, respectful, approachable and team oriented, cooperating with others inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through
- **Efficiency:** Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.
- **Continuous learning and self-development:** Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches and behaviors.
- **Integrity/Transparency:** Upholds social, ethical an organizational norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest, and trustworthy; acts without consideration of personal gain.
- **People Management:** Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

#### **OTHER**

- CPA license preferred.
- Must possess a valid driver's license and be insurable. Occasional travel required.
- Must be able to be bonded.
- Must be legally eligible for employment in the United States.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions. See the Job Activity Requirements for the job functions attached and description of the work environment.

Workforce Solutions Alamo is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The position will close when filled.

#### **Equal Opportunity Employer**