

Finance and Administration Director



of San Antonio

About Girls Inc. of San Antonio

*A local Affiliate of the National Girls Inc. organization that works with schools and community agencies to help girls prepare for their futures and reach their full potential. Our evidence-based programming is proven to make a measurable difference in the lives of girls. We also work to advance the rights and opportunities of girls and young women through public policy and advocacy. Together with partners and supporters, **Girls Inc. inspires all girls to be strong, smart, and bold.** Girls Inc. increases opportunities for girls while making society more equitable for all girls. Whether after school or during the school day, in person or virtually, girls participate in programming and experiences that help them build the skills, knowledge, and attitudes they need to thrive now and as adults.*

PRIMARY FUNCTION/PURPOSE

The Finance and Administration Director partners with Senior Leadership Team and the Board of Directors in managing sound financial policies and practices that enables the organization to invest and build assets, examine risk tolerance and support growth. This position is responsible for strategic and day to day oversight of financial reporting, cash management, accounts receivable, accounts payable, grants, capital expenditures, audit, and budgeting. Administrative oversight includes, contracts, risk management, technology, and insurance.

SALARY RANGE: \$58,000 to \$62,000

OPERATIONAL BUDGET: \$1,500,000 to \$1,700,000

PRIMARY RESPONSIBILITIES:

- Serve as integral part and contributor to the strategic planning, budgeting and decision-making process of the organization;
- Develop, in collaboration with the Senior Leadership Team, the annual operating and capital budgets in support of the organization's goals and strategy.
- Develop, in collaboration with the Development and Communications Director, grant specific budgets supporting private and public fundraising efforts.
- Provide oversight to annual financial audit process.
- Prepare accurate financial statements and associated analyses within reporting deadlines.
- Prepare and apply for grants, financial reports, and reimbursement claims to government agencies and other granting organizations.
- Oversee financial compliance with grants and contracts of the agency to ensure adherence to regulations and contract terms.
- Partners with the Development and Communications Director to monitor and evaluate fundraising activities ensure that the fundraising goals are being achieved.
- Coordinates in-kind donations and make decisions regarding the issuing of receipts.
- Develop and maintain equipment inventory and tracking
- Prepare monthly, quarterly & annual financial reports
- Responsible for all financial transactions in QuickBooks system

- Assist the President/CEO in developing and overseeing the risk-management and long-term business strategies of the organization.
- Keep the President/CEO fully informed in a timely and candid manner of the performance of the organization towards the achievement of its financial goals and of all material deviations from the such goals or objectives and policies established by the Board.
- Be available to brief the President/CEO on financial/accounting matters for review in advance of meetings of the Board and, as requested by the Board and/or President/CEO, attend meetings of the Board and its Committees and present the information necessary or relevant to the Board or such Committee for discharging its duties.
- Serve as staff liaison to the Board Finance Committee other committees where applicable and/or assigned by the President/CEO.
- Represent the organization externally, as necessary, particularly in banking, budget, audit and investment negotiations.
- Work with senior leadership to ensure Girls Inc. is presenting relevant, impactful, and timely messaging of programs and organizational priorities
- Assist with fundraising and special events, and support Development and Communications Director in stewardship of foundation and large stakeholder relations
- Maintain open communication and positive/productive relationships within all internal and external relationships #relationshipsarethework
- Perform other functions related to the accounting and administrative functions of the agency or as may be requested by the President/CEO or the Board.

GENERAL EXPECTATIONS

- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Ability to make effective presentations to audiences.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization. Ability to work unsupervised.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Customer Service: Respond to customers/clients (children, community members, co-workers, donors, board members, family members, and volunteers) in a timely and thorough manner; does what is necessary to ensure customer/client satisfaction; prioritizes customer's needs and follows up to evaluate customer's satisfaction.

JOB REQUIREMENTS

- Bachelor's Degree and/or Master's degree in Business Administration, Accounting and/or Finance.
- Accounting experience in a nonprofit organization and 1-3 years as Finance Director.
- Proficiency in Microsoft Office suite
- Proficiency in QuickBooks

- Excellent writing skills, public presentation/speaking, and communication skills
- Excellent people skills such as teamwork and customer service
- Bi-lingual preferred, Spanish.
- A sense of humor
- Responsible for own personal safety, your co-workers, and others that might enter your work area.
- Driving requirements: Must maintain a current drivers' license with proof of automotive liability insurance. Must have access to reliable and safe transportation. Willingness and ability to use personal vehicle for work activities.

DESCRIPTION OF THE WORKING ENVIRONMENT

- Work environment is the Girls Inc. office; however, some work assignments are completed outside of an office setting, including program outreach sites and special event locations
- Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.
- Weekend and evening work is required

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: President/CEO of Girls Inc. of San Antonio

Supervises: Office Manager/Bookkeeper, External Contractors and Interns as needed

Employee:	Print Name	Signature	Date
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Supervisor:	Print Name	Signature	Date
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If Interested, please e-mail cover letter, resume, and contact information for three professional references to Lea Rosenauer, President/CEO at rosenauer@girlsincsa.org