



Director of Finance

Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 30 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. GBF's annual budget is approximately \$5 million, but varies depending on the projects undertaken in any given year. Our office is located approximately 25 miles southeast of downtown Houston in the Clear Lake area. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title: Director of Finance

Reports to: President

Classification: Full-time, exempt

Salary and benefits: \$75,000 to \$90,000, depending on experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual

Summary:

The Galveston Bay Foundation (GBF) seeks a highly qualified Director of Finance to fill key functions within its leadership and to ensure effective financial management within the organization. The Director of Finance is directly responsible for a wide range of financial and human resource duties. The position oversees the work of an accounting associate who focuses mainly on reimbursable grant billings and reports directly to the President.

Financial

- **Financial Management and Reporting:** Implement internal controls, accounting systems, and procedures. Maintain and reconcile the general ledger. Administer monthly and year-end close procedures. Manage cost allocations and overhead expenses. Ensure financial compliance and proper documentation for ~30 government grants. Prepare all financial reports, including monthly, quarterly, annual GAAP financial statements, notes to the financial statements, and any other required financial reports. Present monthly financials to Board of Directors.
- **Accounts Receivable and Payable:** Oversee preparation of invoices for reimbursable grants and other fee-for-service contracts. Supervise payment of all bills in a timely manner. Maintain hard copy vendor files.
- **Banking and Cash Management:** Maintain banking relationships. Manage cash flows and net asset balances. Manage debt. Record interest expenses. Oversee cash controls.
- **Board:** Attend monthly Board of Directors meetings and present financial statements to Board members. Serve as staff liaison to Board Finance & Audit Committee.
- **Annual Audit:** Oversee annual independent audit and preparation of IRS Form 990.
- **Budgeting:** Develop annual budget, track variances, and make forecasts. Manage budget compliance.
- **Fund Administration:** Work with Development Team on budget-based fundraising needs, proper administration of restricted funds, and alignment of general ledger with donor database.
- **Policies:** Maintain and update Accounting Policies and Procedures and applicable sections of Personnel Manual, as needed.

Human Resources

- Run payroll every two weeks for a staff of ~30; perform quarterly tax filings
- Advise employees on issues relating to their paychecks, withholdings, and benefits
- Oversee new hire and terminated employee paperwork
- Participate in onboarding new employees
- Maintain personnel files, other records, or information as appropriate
- Manage any unemployment claims, worker's comp claims, and incident/accident reports

Additional Responsibilities

- Supervise work of full-time Accounting Associate
- Work with the staff Executive Team and the Board's Budget and Audit Committee
- Ensure financial files and software are kept organized and up-to-date
- Ensure appropriate insurance coverage for organization, board of directors, facilities, equipment, etc.
- Perform other relevant duties as assigned

Key Qualifications:

Candidates must have a Bachelor's degree in finance or accounting and 5+ years of professional experience in nonprofit finance and/or auditing including 2+ years in a supervisory role. CPA, CPA candidate, or MBA preferred. The ideal candidate must be experienced and conversant in nonprofit accounting, fiscal management, and financial modeling and have a thorough working knowledge of Generally Accepted Accounting Principles (GAAP). Experience with or ability to learn Blackbaud's Financial Edge accounting system and advanced Excel functions. Experience processing payroll using ADP or a similar system. Experience with writing financial statements, cost allocations, and preparing and negotiating indirect cost rates is strongly preferred. Managerial acumen and extraordinary organizational, interpersonal, and oral and written communication skills are essential. Candidates should be problem-solvers who are responsive to feedback, welcome daily challenges, and are able to meet multiple deadlines in a fast-paced nonprofit environment.

To apply, email cover letter and resume to jobs@galvbay.org by Friday, September 15, 2017. Please reference position title in subject line of email. If selected for an interview, be prepared to provide at least three professional references. If selected as a final candidate, a background check will be conducted.

The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.