

Chief Financial Officer

About Next Step Community Solutions

Next Step Community Solutions is a thirty-five year old Tyler, Texas based 501c3 nonprofit organization that works in the areas education, training, counseling and mentoring, with particular focus in substance abuse prevention and adolescent mental health.

Our office is located at 305 South Broadway Avenue Ste 603 in Tyler, Texas.

We currently provide substance abuse prevention services through our agency's two Community Coalition Partnerships covering 8 East Texas Counties in HHSC Region 4 and youth mental health counseling services on 48 school campuses, 21 juvenile probation locations, and 1 office location. We serve 26 East Texas Counties in HHSC Regions 3, 4 and 5. In addition to counseling we train school staff and provide school-based suicide prevention services.

General Description

The CFO will report directly to the Executive Director. S/he will play a key leadership role in setting policy and managing the overall financial and other operational requirements of the organization. The CFO position may require being hands on for specific accounting and reporting and other various finance tasks as needed.

The CFO will lead/manage one office manager/book keeper. S/he will oversee all financial compliance and recognition for government (city, state and federal) contracts and private grants. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

Primary Job Functions

Specifically, the CFO will be responsible for the following areas of Next Step's operation:

Accounting and Administration

- Accounting systems and functions.
- Maintenance of appropriate internal controls and financial procedures.
- Timeliness, accuracy and usefulness of financial and management reporting for city, state and federal funders, foundations and board of directors; oversee the preparation and communication of monthly, quarterly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Legal and regulatory compliance regarding all financial functions.

Finance

- Cash flow planning and ensuring availability of funds as needed.
- Cash, investment and asset management.
- Financing strategies and activities, as well as banking relationships.

Planning, Policy and External Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in policy development as a member of the senior management team.
- Represent the agency to financial partners, including financial institutions, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations

In addition, the CFO will:

- Oversee the preparation of financial statements and balance sheets
- Spearhead annual audits and tax returns
- Monitor liability, D & O and related agency insurance; and
- Maintain financial records
- Assist with Human Resources – fringe benefits, 403b

Required Qualifications

- A minimum of a Bachelor's degree
- Performance in a financial-management role that partnered with executive staff to develop and implement successful financial management strategies
- Nonprofit accounting, including fund and grant accounting, compliance, and reporting
- Experience and interest in strategic planning, including process design and measurement
- Excellent written and oral communication skills, including the ability to explain technical finance and accounting topics to non-technical audiences such as staff and the board
- A self-reflective and positive disposition with a focus on continuous growth and improvement for self and others
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems

- An ability to work well with others in a highly collaborative environment

Preferred Qualifications

- Registered/licensed CPA or MBA strongly preferred
- Working understanding of government grants strongly preferred

Physical Requirements:

- Position requires:
- Frequent sitting, standing and walking
- Ability to use hands and handle objects
- Adequate vision and hearing is necessary for duties
- Ability to endure looking at computer screens for extended periods of time during the work day
- Occasional pushing/pulling/lifting/carrying up to 25 pounds
- Speaking/talking on the telephone and in-person

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Next Step Community Solutions provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

Send cover letter and resume to brandon.davidson@nextstepcsi.com