



<b>Job Title:</b>	Chief Financial Officer (CFO)		
<b>Date:</b>	8/1/2022		
<b>Type of Posting:</b>	Internal and External		
<b>Salary Range:</b>	\$110,000 – \$120,000	<b>Salary Group:</b>	B-31
<b>WIT JPID:</b>	15443899	<b>FLSA Status:</b>	Exempt

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### ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that supports and connects local people to local jobs in the Austin/Travis County area. We are a recognized leader in workforce development and serve as one of 28 local workforce development boards in Texas. Our reputation is built upon our values of diversity, leadership, collaboration, innovation, accountability, and results.

The mission of Workforce Solutions Capital Area is to lead the region's workforce development system in the development of a world-class workforce. Our vision is that all people (our human capital) are productive, and our region is prosperous. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

### GENERAL DESCRIPTION

Performs complex, executive-level financial management activities and provides direction and guidance in implementing strategy. Work involves establishing the financial strategic plan in alignment with agency goals and objectives; developing policy; reviewing guidelines, procedures, rules, and regulations; ensuring compliance with grant reporting deadlines and cognizant reporting agency reporting deadlines; establishing priorities, standards, projections, and measurement tools for determining progress in meeting goals; and preparing budgets. The typical annual operating budget is approximately \$60M-95M. The CFO plans, assigns, and/or supervises the work of others, currently a department of nine (9). Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

The CFO is a member of the Executive Leadership Team and reports to the CEO.

### EXAMPLES OF WORK PERFORMED

- Works closely with the CEO and executive leadership team to define and accomplish mission, strategic goals, and objectives, and to design and execute successful business strategies including forecasting and revenue modeling.
- Works with CEO and executive leadership team to identify and understand information needed to manage strategic objectives and to run efficient and effective day-to-day fiscal operations.
- Provides vision and leadership while directing overall activities of programs in fiscal department.

- Provides advice and counsel to the CEO and executive leadership team on critical proposals.
- Serves as strategic advisor to the CEO and Board of Directors.
- Serves as member of the Finance, Audit, and Governance committee of the Board of Directors.
- Works with CEO and finance committee to formulate budget development policies reflective of the strategic plan and long-term financial plan.
- Works with CEO, executive leadership team, and key management to prepare proposed budget for presentation to Board of Directors.
- Works with department to identify efficiency and productivity enhancing initiatives.
- Works with departments to structure financial support services that best meet the needs of the customer while maintaining efficiency of fiscal operations.
- Builds a team and acts as a transformational leader for the fiscal department, inspiring and motivating staff to achieve the organization's goals and objectives.
- Provides direction, guidance, and assistance in financial and operational areas of the organization.
- Works closely with contractors on budgets and cost plans.
- Oversees the preparation of financial statements, financial analysis and reports, cost studies and special reports as required. Interprets financial and accounting records to management.
- Establishes financial goals and objectives that support overall strategies; plans, develops, and/or approves schedules, priorities, and standards for achieving goals.
- Creates funding projections and funding analyses in support of program activities and Board operations.
- Supervises production and distribution of program and subrecipient budget and financial reporting.
- Oversees the preparation of the organization's budgets and maintains budgetary controls for the organization.
- Oversees third-party financial reviews, including the accumulation of data, financial modeling, reporting, and monitoring of responses.
- Oversees external fiscal monitors, financial audit, other grantor monitoring visits.
- Informs management and the Board of any adverse impacts to the Board's financial status.
- Oversees the development and implementation of effective techniques for evaluating agency and contractor financial programs.
- Oversees the integration of conflicting programmatic and financial objectives into recommendations for agency management.
- Serves as the organization's fiscal point of contact for other local, state, or federal agencies.
- Oversees the administration of financial processes and systems.
- Evaluates and mitigates financial risk of the Board by working with providers of third-party financial instruments, including banks, insurance companies, and sureties.
- Formulates financial models to simulate anticipated financial performance as a result of changes in laws, regulations, policies, and procedures.
- Provides interpretation on technical questions of financial and regulatory compliance with applicable state and federal statutes and regulations.
- Serves as the Board's property officers, establishing proper controls for protecting organization assets, and maintaining systems to record, track and dispose of property items.
- Oversees the development of financial goals and objectives consistent with the organizational strategic plan.
- Develops, implements, updates, monitors, and evaluates policies.
- Plans, assigns, and/or supervises the work of others to ensure that goals are met.
- Identifies and addresses finance staff development and training requirements.
- Works with program areas to develop program budgets and funding applications.

- Represents the organization at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees as necessary.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

- Graduation from an accredited four-year college or university with major course work in accounting, finance, economics, or a related field.
- Minimum 10 years' experience in the management and direction of accounting, budgeting, or financial auditing activities.
- Grant and fund accounting experience strongly preferred.
- Experience and education may be substituted for one another.
- Certified Public Accountant (CPA) preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of accounting for local, state, and federal grants and compliance with related laws and regulations relevant to grant finance activities.
- Knowledge of local, federal, and state government regulations related to workforce development boards and of the principles and practices of public administration and management of non-profit organizations.
- Understands subrecipient cost principles.
- Ability to administer financial processes and systems built in efficiencies and internal controls.
- Establishes goals and objectives that support the strategic plan.
- Performs and interprets numerical analyses.
- Interprets statutes.
- Analyzes, evaluates, and summarizes financial and management records for accuracy and conformance to procedures, rules, and regulations.
- Prepares reports and correspondence regarding findings.
- Prepares presentations and testify at hearings, as needed.
- Develops and evaluates policies and procedures.
- Communicates effectively.
- Plans, assigns, and/or supervises the work of others.
- Working knowledge of MIP Fund Accounting preferred.

### **Registration, Certification, or Licensure**

- Preferred CPA designation.
- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, credit history, and criminal background).