



<b>Job Title:</b>	Chief Financial Officer (CFO)	<b>Date:</b>	02/24/2025
<b>Job Type:</b>	Regular, Full-Time	<b>FLSA Status:</b>	Exempt
<b>Salary:</b>	Commensurate with Experience	<b>Salary Group:</b>	TBD
<b>Reports to:</b>	CEO	<b>WIT JPID:</b>	16836428

To learn more, go to [www.wfscapitalarea.com/joinourteam](http://www.wfscapitalarea.com/joinourteam). Apply online at [www.workintexas.com](http://www.workintexas.com) (Job posting: 16836428), **then email your résumé & cover letter** to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

**ORGANIZATION AND PURPOSE**

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. 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**

The Chief Financial Officer (CFO) is a key executive leader responsible for WFSCA’s financial strategy, budget management, and fiscal operations. Reporting to the CEO, the CFO ensures financial stability, compliance, and alignment with organizational goals.

A primary focus is budget management and financial controls, including developing and overseeing budgets, optimizing resource allocation, ensuring compliance with federal, state, and grant regulations, and mitigating financial risks. The CFO also directs treasury functions, grant drawdowns, financial audits, and maintains the integrity of accounting systems.

As the head of the fiscal department, the CFO leads a team in implementing policies, improving efficiency, and ensuring financial accountability. Additionally, the CFO collaborates with external stakeholders, including auditors, regulatory agencies, and financial institutions, serving as the organization’s fiscal representative.

This role requires a strategic thinker with expertise in financial planning, risk management, and compliance, operating with autonomy to maintain WFSCA’s financial health and sustainability.

**EXAMPLES OF WORK PERFORMED**

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.

**Strategic Leadership & Organizational Governance**

- Works closely with the CEO and executive leadership team to define and accomplish the mission, strategic goals, and objectives.
- Serves as a strategic advisor to the CEO and Board of Directors.
- Provides advice and counsel to the CEO and executive leadership team on critical proposals.
- Serves as a member of the Audit & Finance Committee of the Board of Directors.
- Works with the CEO and finance committee to formulate budget development policies reflective of the strategic plan and long-term financial plan.
- Coordinates financial activities with the Board of Directors and presents reports as directed.
- Informs senior leadership and the Board of any adverse financial impacts.
- Represents WFSCA at business meetings, hearings, trials, legislative sessions, conferences, and seminars.
- Serves as the WFSCA's fiscal point of contact for other local, state, or federal agencies.

#### **Financial Planning & Budgeting**

- Oversees the preparation of WFSCA's budgets and maintains budgetary controls.
- Reviews the annual administrative and operational budget.
- Reviews the cost allocation plan for the organization.
- Works with the CEO, executive leadership team, and key management to prepare and present proposed budgets to the Board of Directors.
- Works with program areas to develop program budgets and funding applications.
- Creates funding projections and funding analyses in support of program activities and Board operations.

#### **Financial Oversight & Compliance**

- Oversees financial processes and systems, ensuring compliance with state and federal statutes and regulations.
- Evaluates and mitigates financial risk by working with third-party financial providers, including banks, insurance companies, and sureties.
- Oversees third-party financial reviews, including data accumulation, financial modeling, reporting, and response monitoring.
- Oversees external fiscal monitors, financial audits, and other grantor monitoring visits.
- Provides interpretation on technical questions regarding financial and regulatory compliance.
- Directs the preparation of the organization's annual Federal tax return and ensures compliance with IRS 501(c)(3) statutes.
- Responsible for directing the preparation of schedules for auditors, monitors, and oversight entities.
- Assists in resolving audit findings.

#### **Accounting & Treasury Management**

- Maintains overall quality control of the accounting system, ensuring integrity in system processes and data.
- Directs all treasury functions, including the recording and depositing of revenue, cash flow management, and grant drawdown requirements.
- Directs the payment of all vouchers and payables.
- Oversees the development and implementation of financial processes and accounting procedures.
- Periodically reviews, revises, and implements accounting policies.

#### **Operational & Departmental Leadership**

- Provides vision and leadership for the fiscal department.
- Builds and leads a high-performing finance team, inspiring and motivating staff to achieve organizational goals.
- Identifies and addresses staff development and training requirements.

- Plans, assigns, and supervises the work of others to ensure financial goals are met.
- Works with departments to structure financial support services that best meet operational needs while maintaining efficiency.
- Oversees the administration of financial processes and systems.

#### **Financial Analysis & Reporting**

- Oversees the preparation of financial statements, financial analysis, cost studies, and special reports.
- Analyzes and interprets fiscal trends and prepares financial reports for senior management and the Board of Directors.
- Establishes financial goals and objectives that support overall strategies.
- Formulates financial models to simulate anticipated financial performance based on changes in laws, regulations, policies, and procedures.

#### **Regulatory & Risk Management**

- Oversees the integration of programmatic and financial objectives into recommendations for agency management.
- Ensures the development and implementation of effective techniques for evaluating agency and contractor financial programs.
- Serves as the Board's property officer, establishing proper controls for protecting organizational assets and maintaining tracking systems.
- Directs the final review and approval of subcontractor audit reports and findings.
- 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 managing and directing accounting, budgeting, or financial auditing activities.
- Experience and education may be substituted for one another.
- Experience with MIP Fund Accounting strongly preferred.
- Grant and fund accounting experience strongly preferred.
- Certified Public Accountant (CPA) strongly 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 preferred.

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

- 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).

### **WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:**

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).