



## Director of Finance and Administration

October 2024

At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, expanding opportunity for every Texan.

We are committed to focused and sustained action to dismantle racist systems, policies, practices, and ideologies. This commitment is ongoing and represents our desire to create and nurture an organizational culture that espouses anti-racism, equity, and belonging for all. We also listen to the voices of Black, Brown, Indigenous and People of Color (BIPOC) communities to catalyze equitable outcomes for all, and we recognize, value, and uplift the dignity and humanity of all our staff, fellows, and interns within our organization. We believe that living out our values as an anti-racist organization is critical to our mission. We stand against all forms of oppression, including transphobia, classism, sexism, ableism, and xenophobia.

You can learn more about our work at [www.everytexan.org](http://www.everytexan.org).

Every Texan is an equal opportunity employer committed to inclusive hiring and diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is proud to be a unionized workplace.

### Position Summary

Every Texan seeks a Director of Finance and Administration to maintain and oversee organizational financial operations, accounting functions, and administrative functions. The successful candidate is a highly skilled accounting professional with an eye to continuously develop and improve our financial systems and processes. This person is a leader who excels in a collaborative environment and shares our commitment to creating the best Texas for hard-working people and their families.

The Director of Finance and Administration reports to the Chief Executive Officer and is a member of Every Texan's senior leadership team. This position also works closely with the Finance and Audit Committees of the Board of Directors, the Community Philanthropy Team,

and other Executives and Directors. The Director of Finance and Administration supervises and works closely with the Manager of Administration and Manager of Finance.

## **Roles and Responsibilities**

### **Financial Management**

- Provide overall financial oversight and monitoring, including the development and implementation of sound fiscal management practices and internal controls.
- Advise the CEO on financial planning, budgeting, cash flow, investment priorities, and internal policy matters.
- Support organizational leaders with information and analysis to inform strategic decisions.
- Oversee and lead the annual budgeting process in conjunction with the CEO; monitor progress and keep the senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Manage and oversee accounting processes, including accounts payable, accounts receivable, payroll, and expense allocations.
- Coordinate and lead the annual audit and 990 processes, liaise with external auditors and the finance and audit committee of the board of directors; assess any changes necessary.
- Ensure adherence to financial laws and guidelines.
- Work cross-departmentally to ensure effective integration and reconciliation of financial information.
- Set targets for and supervise the Manager of Finance.

### **Administration**

- With support from the Manager of Administration, manage and oversee Every Texan's human resources administrative functions, including benefits, on-boarding and off-boarding, and compliance.
- With support from the Manager of Administration, oversee Every Texan's outsourced IT service provider to meet the organization's ongoing technology and security needs.
- Oversee other administrative functions to ensure efficient and consistent operations.
- Set targets for and supervise the Manager of Administration.
- Other duties as assigned by the CEO.

## **Required Qualifications, Skills, and Abilities**

Note on Qualifications: The required qualifications detail the performance record and combination of education, skills, and experience necessary. The preferred qualifications serve as the growth direction for the position. We understand that strong candidates will not meet

every preferred qualification and encourage all those who are interested and meet the required qualifications to apply.

- A demonstrated commitment to Every Texan's mission of strengthening public policy to expand opportunity and equity for Texans of all backgrounds.
- Bachelor's degree and at least five years of demonstrated experience in financial management and accounting, preferably in the nonprofit sector
- Experience with grant fiscal management
- Technologically savvy and proficient with accounting software
- Proven record of delivering on generally accepted accounting principles and practices, particularly nonprofit revenue recognition rules
- Proof of producing unqualified audits in prior accounting positions
- Demonstrated resourcefulness in implementing efficient financial systems

### **Bonus Qualifications**

- 7 to 10 years of demonstrated experience in financial management and accounting, preferably in the nonprofit sector
- MA/MBA in Business, Management, or Finance or CPA
- Experience with QuickBooks accounting software
- Experience overseeing human resources

### **Status**

- Full-time
- Permanent
- FLSA Exempt
- This is a supervisory, non-bargaining position

This position is Texas-based. Every Texan offers a flexible work schedule where employees can request remote work with approval from their supervisor when physical presence is not required. This position requires occasional travel.

### **Compensation**

The starting salary range for this role is \$95,000 to \$105,000 annually, with a target start date of December 1, 2024. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, FSA, generous vacation, paid parental and health leave, and holidays.

### **Application**

To apply, please email (subject line: Director of Finance) a cover letter, writing sample, resume, and two references to [apply@everytexan.org](mailto:apply@everytexan.org) by October 31, 2024. The cover letter should describe your interest in the position and include an explanation of your connection to our

mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description. For the writing sample, please include a 1-3 page development-related document. Please e-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Thank you!

**Every Texan is an Equal Opportunity Employer**