



SAN ANTONIO EDUCATION PARTNERSHIP

Since 1989, the underrepresented and underserved students in San Antonio have been given the opportunity and confidence by the San Antonio Education Partnership to experience the dream and success of attending and graduating from college. The goal of the Education Partnership is to close the college graduation gap for San Antonio by having its students graduate from high school, enroll in college, and earn a college degree and/or certificate. The program works by providing key services, incentives, motivation, and support for students to graduate from high school, enroll in college and complete their college education. Scholarships are made available for those who wish to continue their studies in an accredited college or university in San Antonio and abide by specific standards set by the program.

Job Title: Chief Financial Officer

Reports To: Executive Director

FLSA Status: Exempt

Position Summary:

This position is responsible for assuring and maintaining the financial integrity of the San Antonio Education Partnership in accordance with all applicable laws and regulations.

Essential Duties and Responsibilities:

- Designs, establishes and maintains throughout the organization a uniform accounting system and control measures to assure timely and accurate record keeping in accordance with generally accepted accounting principals and standards applicable to non- profit, tax exempt organizations.
- Designs and maintains a uniform financial reporting system to support the Executive Director and managers at all levels in fulfilling their responsibilities in accordance with approved financial plans, budgets, grants and contracts and keeps them informed of the financial conditions of their respective areas of responsibility.
- Develops uniform budget formats, instructions and cost factors for preparation of budgets throughout the organization.
- Designs and maintain systems for preparation of monthly reports of revenues and actual versus authorized expenditures for management purposes which summarize and forecast agency business activity and financial position in areas of income, expenses and earnings, based on past, present, and expected operations.
- Ensures the agency's Officers, Executive Director, Managers, and others are knowledgeable of and familiar with the accounting and management information systems and the policies, procedures, and objectives of the agency.
- Manages cash assets and accounts receivable, banking, financial investments, and financing.
- Develops and maintains a procedure for the legal and financial review of all proposed grants and contracts prior to their execution. Develops and maintains a system for helping the agency assure compliance with the terms and conditions of all grants and contracts.
- Prepares and oversees annual audit and the federal tax forms.
- Provides staff support for the Finance and Audit Committee.



Additional Duties and Responsibilities:

- Prepares monthly bank reconciliation of various agency operating bank accounts and investment accounts.
- Plans, organizes and directs accounting, budgeting, auditing, purchasing, investment of funds, and revenue administration.
- Provides oversight of payment and receipt of bills, invoices for grants and contracts, payroll and all other vouchers for payment including accounts receivable and accounts payable.
- Directs implementation of accounting systems and procedures and prepares financial statements and reports for presentation to Board.
- Establishes and maintains cash control and monitors cash reserves and investments.
- Maintains the purchase order system and issues checks for all accounts due.
- Ensures all transactions in accounting system are entered accurately and properly recorded.
- Prepares monthly programmatic financials for Executive Director.
- Develops preliminary and final estimates of expenditures and revenues.
- Prepares reports of findings and recommendations and ensures physical inventory of properties.
- Prepares quarterly reports and report on variances.
- Administers the bi-monthly payroll through professional employer organization in order to ensure that employees are paid in an accurate and timely manner. Maintains all personnel files.
- Serves as the technical and professional finance advisor to the Executive Director, Board of Directors, and staff.
- Attends management meetings, board meetings and conferences and seminars and performs related work as required.
- Supervises all accounting and scholarship staff.
- Other duties as directed by the Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree required preferably in finance or accounting with 5-10 years of professional experience in accounting or finance with an excellent work history. Non-profit experience preferred. Experience in budgeting principles and practices, general ledger and reconciliation practices, accounting principles, investment and financial reporting methodologies. Experience using spreadsheet software. Knowledge of Non-Profit Accounting Principles and business related government regulations including GAA and FASB standards. Knowledge of Grant Tracking which includes the reporting process and fund accounting.

Reasoning Ability:

Excellent analytical skills and problem-solving capacity. Able to stay focused and organized. Ability to maintain a high level of confidentiality.



Computer Skills:

Personal computer and network, various software packages, printer, fax machine, scanner and other office equipment as needed.

Supervisory Responsibilities:

Will manage direct reports.

Work Environment:

General office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. This position may require physical demands such as lifting, squatting, extended sitting, standing, bending, and twisting. Working conditions are in an office but may require travelling to different locations.

To Apply:

Qualified candidates should forward a letter of interest, a resume, and the names, addresses and telephone numbers for at least three references to:

**Ms. Eyra A. Perez
Executive Director
San Antonio Education Partnership
206 San Pedro Avenue, Suite 200
San Antonio, TX 78205-1133**

Applications will continue to be accepted and reviewed until the position is filled. *Salary is competitive and commensurate with qualifications and experience.*

Confidential inquiries may be directed to Ms. Perez at (210) 229-9900, ext. 226.

The San Antonio Education Partnership is an Equal Employment Opportunity Employer

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.