

## Position Announcement **Director of Finance and Administration**

### **Organizational information:**

The Center for Public Policy Priorities believes in a Texas that offers everyone the chance to compete and succeed in life. We envision a Texas where everyone is healthy, well-educated, and financially secure. We want the best Texas – a proud state that sets the bar nationally by expanding opportunity for all. CPPP is an independent public policy organization that uses data and analysis to advocate for solutions that enable Texans of all backgrounds to reach their full potential.

The Benedictine Sisters of Boerne, Texas founded CPPP in 1985 to advance public policy solutions for expanding access to health care. We became an independent, tax-exempt organization in 1999, and over time our focus has expanded to include economic opportunity and fiscal policy. We are a nonpartisan, nonprofit 501(c)(3) organization located in Austin, Texas and work state-wide. Our annual budget is approximately \$2.7 million, with a staff of 21 (19 full-time and 2 part-time).

### **Overview of position:**

CPPP seeks a Director of Finance and Administration to maintain and oversee CPPP's financial operations, accounting functions, office operations, and human resources. The position supervises and works closely with the Manager of Administration. The position will report to the Executive Director and work closely with the Development Director, Associate Director of Research and Planning, and other senior managers.

CPPP seeks a highly skilled accounting professional with an eye to continuously developing and improving our financial systems and operations. We are looking for 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 is a vital member of our senior management team, which works together to support our organizational priorities and vision for Texas.

### **Roles and responsibilities:**

- Oversees all accounting and finance functions, and is responsible for day-to-day revenue transactions.
- Prepares and finalizes monthly and annual financial statements and budget reports for CPPP senior management and board of directors.
- Analyzes and interprets fiscal data for CPPP senior management and board of directors.
- Prepares forecasting and cash flow analysis reports for general operations.
- Ensures accounting transactions conform and comply with generally accepted accounting procedures and practices.
- Institutes necessary financial management controls and assures fiscal integrity.
- Oversees annual external audit.
- Responsible for cash management, including banking arrangements, credit cards, maintaining appropriate account balances and cash flow forecasting.
- Works with senior management to prepare the organizational budget at the beginning of each fiscal year and obtain approval from the board of directors.
- Works with senior management to develop and monitor program and departmental budgets.
- Works with senior management and the Development Director to prepare and manage grant budgets.
- Prepares budget versus actual reports to assist senior management in grant fiscal management.

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- Works with the Development Director to ensure effective integration and reconciliation of financial and donor information.
- Supervises and shares responsibilities with the Manager of Administration, who works on operations, payroll, and benefits reconciliations, accounts payable, and human resources.
- Engages actively in the organizational life of CPPP.
- Other duties as needed.

### **Minimum qualifications:**

- Bachelor's degree in Accounting (MA/MBA in Business, Management, or Finance preferred)
- A minimum of five years of demonstrated experience in financial management and accounting in the nonprofit sector.
- Experience with grant fiscal management.
- Technologically savvy and proficient with accounting software. Experience with Abila MIP accounting software preferred but not required.
- Knowledge of generally accepted accounting principles and practices, particularly nonprofit revenue recognition rules.
- Clean audits in prior accounting positions.
- Demonstrated resourcefulness in implementing efficient financial systems.
- Strong interpersonal skills and an ability to work collaboratively and effectively with others in a team environment.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints.
- A demonstrated ability to be self-motivated and adaptable, and to work both independently and as part of a team.
- A demonstrated commitment to CPPP's vision and mission is preferred but not required.

**Compensation:** Salary will be commensurate with experience, and our salary range is available upon request by qualified applicants. The Center offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement, and generous vacation, leave, and holidays.

**To apply:** Please email a cover letter, resume, and two references by close of business on Friday, April 15, 2016 to [job@cphp.org](mailto:job@cphp.org) (use subject line: CPPP Director of Finance). The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. Please also include your salary expectations.

E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position; please do not call.

The Center for Public Policy Priorities is an Equal Opportunity Employer and encourages all qualified applicants to apply.