



POSITION TITLE: *Director of Finance*

SUPERVISOR: *Executive Director*

STATUS: *Exempt*

About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary:

Responsible for cdcb's accounting functions, formulation and delivery of the business plan and provision of high level strategic and financial support as a member of the leadership team and primary liaison to the finance committee and cdcb's board. This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities:

Strategy, Planning and Management

- Act as a strategic member of the leadership team.
- Assess and evaluate financial performance and alignment to long term strategic and business goals, budgets, and forecasts.
- Evaluate departments and make suggestions for automating processes and increasing work efficiency.
- Create and establish yearly financial objectives and budgets that align with the company's plan for growth and expansion.
- Prepares and interprets accounting reports to management and board.
- Advises the Executive Director and the organization's board of directors on financial issues.
- Manages accounting systems for cdcb and all subsidiaries.
- Manages Payroll reporting, 403B, and Insurances
- Completes all IRS Census
- Performs other duties as assigned.

www.cdcb.org

info@cdcb.org

(956) 541-4955

901 East Levee Street

Brownsville, Tx 78520





Financial Analysis, Planning, Budgeting and Forecasting

- Ensures timely and accurate preparation and submission of final monthly, quarterly, and annual financial statements in accord with Generally Accepted Accounting Standards and Governmental Accounting Standards.
- Oversees the monthly close process, monthly, quarterly and annual, billing reimbursements, collection of accounts receivable, accounts payable, payroll, monthly reporting for cdc b, monthly preparation of a reforecast, assist in annual tax return preparation and all treasury administration.
- Identifies, develops, and implements standardized accounting policies, procedures, and ordinances within cdc b's Financial Policies and Procedures in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards. Ensures all staff are trained on policies and procedures.
- Creates analytics and effective operational measurements to monitor performance across the business.
- Review and analyze monthly results and provide recommendations

Accounting, General Ledger, Administration and Operations

- Serve as key point of contact for external auditors; Manage preparation and support of all external audits as required due to materiality considerations.
- Ensure regular maintenance and back up of all accounting systems
- Review and ensure application of appropriate internal controls and financial procedures.
- Work with Executive Director and Deputy Director on efforts to ensure appropriate legal compliance

Cash Management

- Oversee weekly cash management and AP, reviewing large payables, and prepare checks.
- Manage Accounts Receivable and manage collection process
- Prepare rolling cash forecasts

Required Education and Experience

- Bachelor's Degree in Accounting, Finance or related field.
- Five years progressive work experience controlling centralized accounting activities for multiple fund programs and/or accounts; experience in auditing, computerized fund accounting, indirect cost negotiations, and federal program accounting.
- Three years in a supervisory level position.
- Effective interpersonal skills and presence, including articulate oral and written language skills.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently

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Competencies

- Financial Acumen
- Professional Ethics & values
- Strategy, Planning and Performance
- Reporting
- Critical Thinking/Problem Solving
- Professionalism/Work Ethic
- Communication

Supervisory Responsibilities

Supervises direct report employees of 4 to 6.

Compensation and Benefits

- Base Salary – \$95k+ - Based on Experience
- Bonus – Up to 10% of salary (based on production goals met).

Benefits:

- 100% of premium for health, vision and dental benefits paid by cdcb.
- 401K retirement plan (no match required)
- 11 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on length of Service

cdcb IS AN EQUAL OPPORTUNITY EMPLOYER

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