JOB OPENING

Title: Director of Finance

Location: Archdiocesan Council Office (2403 Holcombe Blvd, Houston)

We are seeking a compassionate, hands-on, analytical Director of Finance with single audit experience for our faith-based agency. The position is based out of our Houston, TX location on Holcombe Blvd, near the Texas Medical Center. The Director of Finance is responsible for the Agency’s overall financial management and reporting, design and effectiveness of internal controls, external audit results, strategic financial planning and cash flow management.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

Essential Responsibilities:

Financial Management
• Coordinates the annual budgeting process; monitors performance against the budget and forecasts future financial performance results leveraging the budget
• Prepares monthly and annual financial reports
• Analyzes financial and operational data to assess achievement of key performance metrics, trends and identifies opportunities for improvement
• Oversees reporting of Conferences; analyzes significant trends, audits conferences for compliance with SVdP’s policies and procedures as well as applicable federal programs
• Assist with internal and external audits, annual financial audits, single audits, and worker’s compensation audit
• Effectively communicates and presents reports and critical financial matters to the Executive Director, Board of Directors and the Finance Committee, as appropriate

Strategic and Operational Leadership
• Provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
• Engages other members of the senior management team and facilitates cross-department collaboration ensuring managers receive and understand financial and operational data that would better support their ability to achieve their goals and that of SVdP
• Ability to provide leadership, and think strategically, analytically, and creatively
• Ability to create and sustain relationships, communicate with agency staff and volunteers
Qualifications:

- Bachelor's degree (B. A.) from four-year college or university
- Master's degree (M. A.) or equivalent, preferred
- Hands on experience serving as a Controller required
- CPA license preferred
- Five to seven years related experience and/or training in financial management
- Three plus years in nonprofit preferred
- Prior experience managing information technology external resources a plus

Interested Applicants:

- Submit your application by clicking the link to our posting: [https://j.brt.mv/ATS/jb.do?reqGK=27656361&refresh=true](https://j.brt.mv/ATS/jb.do?reqGK=27656361&refresh=true)