



**Job Announcement
Chief Financial Officer
Workforce Solutions of the Coastal Bend**

External Job Posting Until Filled

Workforce Solutions of the Coastal Bend is seeking an experience Chief Financial Officer to join our team of professionals. The Chief Financial Officer (CFO) is responsible for the oversight and direction of the fiscal operations of the organization and provides both operational and programmatic support. CFO reports directly to President/Chief Executive Officer (CEO) and works closely with Board Treasurer. The CFO also assists the Deputy Director on all program operations and tactical matters such as cost analysis, forecasting needs and the securing of new funding, as they relate to the \$26 million budget. This position may have responsibility for other corporate functions fundamental to the operations, such as Human Resources depending on previous experience.

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal and administrative functions and performance.
- Develop finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- Evaluate the fiscal impact of long range planning, introduction of new program strategies and government regulatory actions in conjunction with the annual Integrated Budget and Business Plan.
- Develop and monitor the annual operating budget. Oversee fiscal compliance with grants. This includes interpreting fiscal rules and regulations to ensure compliance with all federal, state, local and contractual guidelines and monitoring compliance.
- Provide timely and accurate analysis of budgets, financial reports and fiscal trends.
- Oversee annual fiscal, federal and state audits to ensure compliance with GAAP and federal and state regulation.
- Coordinate all fiscal and programmatic monitoring of service provider contracts to ensure compliance with federal funds and state law and allowable costs.
- Ensure proper fiscal development and tracking of grant development, unrestricted funds development and reporting activities.
- Special projects and assignments as needed.
- Supervises financial staff.

Minimum Qualifications

- Able to exercise a high degree of professionalism, interpersonal and communication (both written and verbal) skills.
- Bachelor's degree in finance or accounting with 10 years of related experience in financial management or knowledge of non-profit accounting, including federal and state funds and grants accounting, compliance, and reporting, budget development, cost allocation and financial analysis. Broad knowledge and understanding of Workforce Investment Boards related legislation governing federal regulations and current issues, especially rules and regulations related to federal programs

under the current Workforce Investment Act. Demonstrated knowledge of generally accepted accounting principles (GAAP) and internal audit controls is required. CPA preferred.

We offer a competitive salary and benefits package. Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer.

Qualify applicants may submit a resume with a cover letter, three business references and salary requirements to Melissa Salgado at (melissa.salgado@workforcesolutionscb.org).

At Workforce Solutions of the Coastal Bend, we invest in our regional economic success through access to jobs, training, and employer services. Workforce Solutions of the Coastal Bend is one of 28 local workforce boards located throughout the State of Texas. The board services Nueces, San Patricio, Kleberg, Aransas, Kenedy, Bee, Refugio, Live Oak, Brooks, Duval, and Jim Wells counties. FMI: www.workforcesolutionscb.org

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Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 (voice)