

Finance Manager
Stoller Foundation
Houston, Texas

The Finance Manager is charged with fiscal oversight and reporting of the foundation's operations. It is a critical position in a small office environment at the Stoller Foundation, located in the west suburb of Spring Branch in Houston, Texas. We are seeking a smart, talented, and energetic Finance Manager to provide oversight of all fiscal operations and manage the systems and efficiencies needed to support the high level of growth expected for this nascent grantmaking organization. The Finance Manager will interact with third parties contracted for tax and audits, and reports to the Executive Director.

1. Functional Competencies: Serves in a support capacity to the foundation's executive management and Board members. Core Competencies: business acumen to include accounting principles to provide fiscal oversight, ability to adapt to technology-based working environments, and supervisory capacities for professional interactions with third parties for outsourced work.

2. Responsibilities:

- Provide oversight for all aspects of the organization's day to day finances, including accounts payable, donation management, and coordination of material and information needed for outsourced tax preparation and audits;
- Ensure accuracy, efficiency and coordination of all day-to-day financial operations including banking, budgeting, accounting, forecasting, financial reporting, cash-flow analysis and grant reporting;
- Improve existing reporting and analysis capabilities to support decision-making, including timely budget versus actual tracking; grants reporting and tracking; accurate forecasting and cost/benefit analysis;
- Support the senior leadership team in the planning and development of the organization's annual and departmental budgets.
- Oversees inventory controls for assets held at various banking and brokerage institutions and conducts monthly reconciliation of banking. Monitors periodic transactions and transfers required to fund foundation's activities.
- Coordinate and integrate all functional back office areas required for financial operations, including Quickbooks and, working in conjunction with the Program Manager, oversight of the foundation's virtual grants management system;
- Manage a variety of external vendor relationships for banking, accounting, legal, benefits, technology, insurance and facilities; coordinate contract negotiation and renewals;
- Prepare reports such as reconciliation reports, financial statements, P&L statements and quarterly reports for submission for review by the Board of Directors;
- Engage the Finance, Audit and Staffing Committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state regulatory agencies and oversees the preparation and communication of monthly and annual financial statements.
- Ensure legal and regulatory compliance regarding all financial functions.

Desired Job Skills

- Excellent verbal and written communication skills combined with excellent communication and project management skills;

- Detail oriented with a high attention to quality and accuracy
- Highly organized, ability to multi-task, prioritize, track multiple projects and meet deadlines
- Ability to take initiative and anticipate information needed by staff as situations develop
- Ability to maintain a high degree of confidentiality, integrity, and professionalism in all aspects of the job
- Demonstrated experience with digital content
- Comfortable with online environments, able and willing to learn new platforms
- Ability to interact with the general public, executives, and board members in a courteous, professional and tactful manner
- Ability to work independently, as well as with others in a small, collaborative team environment
- At least 5 years of management experience in finance and administration, preferable with experience overseeing outsourced contractual work such as tax preparations and audits;
- Experience implementing financial, technology, and operational systems and processes to increase the effectiveness and efficiency of a growing organization;
- Honed analytical thinker comfortable with micro-level operational details and larger systems development;
- Flexibility combined with the ability to multi-task; comfort working in a fast-paced and growing organization, while also driving toward clarity and solutions;
- Bachelor's degree or equivalent experience required; MBA in Finance and Accounting, CPA, or Masters in non-profit management or related field highly preferred.

Job Requirements

- Experience in related work
- Proficiency in Quickbooks required, with knowledge of online grants management preferred, as well being able to use office equipment in an efficient manner
- A sincere dedication to the mission of the Stoller Foundation and adherence to the values espoused

Compensation: The salary and benefits package is competitive and commensurate with background and experience. This is a non-exempt, part-time position at the Stoller Foundation in Houston, Texas until the growth of the foundation warrants transition to full-time employment.

Application Instructions: Qualified candidates should email a resume and cover letter by October 20, 2012 to: info@stollerfoundation.org. FINANCE MANAGER should appear in the subject line of your email.