

# **Sr. Director of Accounting and Finance**

**Communities In Schools (CIS)** is the nation's largest and most effective dropout prevention organization. For 40 years, Communities In Schools of Central Texas has been empowering students to achieve in school, graduate, and go on to bright futures.

Communities In Schools is hiring a **Sr. Director of Accounting and Finance** for the **Central Office located in Austin, TX**. Sr. Director of Accounting and Finance oversees accounting functions and financial operations for Communities In Schools of Central Texas. Working in conjunction with the Chief Finance and Operations Officer. The Sr. Director of Accounting and Finance develops and implements financial strategies across the organization and ensures the integrity and accuracy of the financial information. The Sr. Director has functional responsibility over accounting activities including accounts payable, accounts receivable, billing, payroll, and grants administration. In conjunction with the Chief Operations Officer, the Sr. Director of Accounting and Finance ensures the organization has the systems and procedures in place to support effective program implementation, receive audits with an unqualified opinion, and funder monitoring with no disallowed costs or chargebacks. The Sr. Director of Accounting and Finance also works closely with program leaders to explore how the finance function can support program operations.

## **Role Responsibilities**

- Team-oriented with a desire to support the organization's strategic initiatives
- Proven record of delivering on generally accepted accounting principles and practices, particularly nonprofit revenue recognition rules
- Proof of producing clean audits in prior accounting positions
- Technologically savvy and proficient with accounting software
- Demonstrated resourcefulness in implementing efficient financial systems
- Demonstrated leadership ability, team management and interpersonal skills
- Excellent analytical and abstract reasoning skills
- Excellent communication and data presentation skills
- Excellent organization and time management skills
- Experience managing multiple projects and relationships while meeting critical deadlines

## **Required Qualifications**

- Bachelor's degree in accounting, business, finance, or related field
- At least five (5) years of experience in accounting and finance management
- CPA licensure is preferred
- Experience in a senior fiscal management role and partnering with executive staff, resulting in the development and implementation of proactive financial management strategies
- Experience with AmeriCorps grant management

**Reporting Structure:** This position is supervised by the Chief Finance and Operations Officer and supervises three accounting department staff members.

### **What You Bring**

First and foremost, we are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change children's lives through education. We value diversity of ethnicity, race, socioeconomic status, sexual identity, gender, religion, language, ability, and experience and exemplify this through the makeup of our team at all levels. You will be right at home here if you cultivate strong relationships and push yourself, your work, and the people around you to the next level. We encourage those with the following identities to apply: Black, Latinx, Asian American, and Pacific Islander, Indigenous people, LGBTQIA+ and non-binary people, veterans, people living with disabilities, and others with lived experience being part of marginalized communities.

### **What We Offer**

CIS offers a competitive salary commensurate with experience in a similar position. The starting salary for this position is \$7,500/mo. Salaries are determined by qualifications and relevant experience. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience and in alignment with internal equity. We offer a comprehensive benefits plan, paying 100% of the employee premium for the base medical insurance plan and we provide subsidy to support coverage for spouse/domestic partner and children. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time, professional development, and a 403(b) plan with an employer match. We also offer an inclusive environment where staff are encouraged to bring their whole selves to work every day.

[Learn more about our Values](#)

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***Applications will be accepted until the positions are filled.***

**For a complete list of career opportunities visit our website:  
<https://ciscentraltexas.org/career-opportunities/>**