



Job Title: Chief Financial Officer

Waco Foundation is a charitable organization with over \$100 million in assets that provides grants and other services in McLennan County, Texas. Work at Waco Foundation is highly suited for the individual who has a passion for improving the world, and particularly the local community, working hard, problem solving, personal growth and working with others. Recent work includes a serious, deep commitment to racial equity, and this position will play a key role in the programming and future planning efforts to address long-term, systemic challenges. Waco Foundation has a substantial unrestricted endowment and operates under a leadership model. This position requires a high level of financial and analytical skills and extensive knowledge of financial policies and practices and investment and treasury systems. All positions at the Foundation offer opportunity for advancement and growth as a result of sustained, dedicated work from employees. The Foundation offers a flexible work schedule and environment.

A Successful Candidate Will Have:

- Passion for community work, learning and problem solving;
- Affinity for a strategic but fast-paced schedule;
- Bachelor's degree in accounting from an accredited college or university as well as a CPA license (required);
- Minimum of 7 years of relevant experience with a proven track record in areas of planning, financial management and operational oversight;
- Thorough knowledge of GAAP and FASB topics as these apply to nonprofits, and familiarity with nonprofit accounting, tax law, and management;
- Proficiency with computer technology and its use in communication, data gathering and management, extensive experience with Microsoft Excel or comparable software, intermediate to advanced knowledge of Microsoft Office and Windows;
- Highest ethical standards, honesty, integrity, professionalism, diplomacy, flexibility, politeness, courteousness and the ability to appropriately protect confidential information;
- Ability to work independently, to exercise discretion and independent judgment and to meet deadlines;
- Excellent analytical and organizational skills, attention to detail and the ability to multi-task;
- Strong interpersonal skills, including excellent verbal and written communication skills;
- The ability to relate well to and understand a wide variety of people that comprise Foundation constituencies;
- A positive attitude, dedication to quality and accuracy and an ability to work well with co-workers in a small office;
- Reliable transportation; and
- Knowledge of community needs, McLennan County nonprofit organizations, and community foundations a plus.

Work Hours: Management staff at Waco Foundation are involved in significant work, which requires regular, dedicated focus. Employees are expected to manage workload and complete work on time but are allowed flexibility in managing how and when work is completed. Standard office hours are Monday through Friday 9:00 a.m. to 5:00 p.m. with a thirty minute lunch.

Pay Rate: Commensurate with education and experience. The Foundation pays full health coverage for full-time employees. Employees are eligible for the Foundation's retirement program following the completion of one year of service in which the employee works at least 1,000 hours. The Foundation also provides substantial professional development opportunities and encourages leadership development among its employees.

Job Structure:

- The Chief Financial Officer serves on the Foundation's leadership team with primary responsibilities for the finances and ongoing contributions to programming and operations. The CFO reports directly to the Executive Director. The CFO is expected to be familiar with all financial aspects of the operation and is responsible for identifying and addressing financial risks and opportunities for the Foundation. As a part of the leadership team, they will be responsible for developing a strategic plan alongside the Executive and other Directors.

- The CFO oversees current reporting, but is also responsible for identifying and addressing financial risks and opportunities for the foundation.
- The CFO has oversight of accounting staff, which is currently a full time Finance and Administrative Coordinator and contractors. The CFO oversees and manages Foundation funds and assets and ensures compliance with established Foundation policies and procedures. They are responsible for establishing and maintaining internal control policies, systems and data integrity for the Foundation's accounting and finance. They are responsible for all accounting functions, including payroll, budgeting, and the audit process, as well as benefits administration, insurance, and risk management with the support of other staff members. They oversee reporting and compliance related to tax code and relevant governing and regulatory bodies. The CFO plays an active role in Board Finance, Investment and Audit Committee meetings. In all actions, the CFO will demonstrate good stewardship of Foundation funds and nurture internal and public trust.
- The CFO oversees the completion of the Foundation's 990, 990T, and other tax documents.
- The CFO manages the Foundation's outside investment advisors, establishing successful relationships and ensuring investment recommendations comply with the policies adopted by the Board. The CFO monitors advisor performance against established benchmarks and reviews advisor recommendations prior to Board Investment Committee meetings.
- The CFO is integrated with the Foundation's planned giving program, which encourages and supports planned giving among local nonprofits and philanthropists as part of the Foundation's mission work. This work includes providing resources and information to local professional advisors and donors who are interested in making a planned gift to any of Waco's local charities or the Foundation.

The Foundation fosters a hardworking, strategic environment, which allows it to accomplish large goals effectively. Management supports employees' leadership development and their assuming leadership roles according to their interests. The ultimate community role of the CFO is flexible, allowing for the CFO to have external duties related to representing the Foundation, community outreach, and relationship management as much as they are interested. The Foundation supports innovation, creative thinking and other efforts that will help to realize the Foundation's mission and strategic work.

This job description is not designed to provide a comprehensive listing of activities, duties or responsibilities required of the successful candidate. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. Upon approval, thorough background and reference checks may be conducted. These include but may not be limited to educational verification, criminal background check, credit history and pre-employment drug screening.

Interested candidates should submit a cover letter and resume to Ashley Allison, Executive Director, aallison@wacofoundation.org.