

# Fiscal Director



## Job Details

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<b>Level</b>	Executive	<b>Salary Range</b>	\$23.08 – \$31.25 per hour
<b>Job Shift</b>	Days	<b>Travel Percentage</b>	Less than 25%
<b>Position Type</b>	Full Time, Exempt	<b>Education Level</b>	Bachelor's Degree Required
<b>Job Location</b>	Marble Falls		

## Purpose & Summary of Position

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The Fiscal Director oversees all financial affairs of Highland Lakes Family Crisis Center (HLFCC). Strategic acumen and communication skills, are fundamental to HLFCC's Fiscal Director role. HLFCC is a multi-faceted, complex organization. HLFCC's funding sources are varied, with contractual relationships cutting across public and private sectors. The Fiscal Director is tasked with preparing, maintaining, and strategically assessing various revenue streams, collaborating with HLFCC's senior program staff and the broader executive team.

Developing budget forecasts, managing HLFCC's financial operations, monitoring and maintaining operational and financial controls, navigating funding trends at the state and federal levels, and understanding how demographic and service trends along with state and federal legislation affect HLFCC are foundational expectations for the Fiscal Director role. The Fiscal Director supervises one employee, the Fiscal Assistant.

### Key Duties:

- Provides financial reporting to the Executive Director, the Board's Finance Committee, the Board of Directors, and other relevant entities.
- Integral member of the leadership team in demonstrating sensitivity to the cultural diversity of employees and clients and in providing leadership in developing cultural fluency of staff.
- Establishes and maintains internal financial controls, policies, and procedures.
- Oversee accurate preparation of payroll for all employees bi-monthly and at other times as required by law to include accurate accounting of employee benefits, payroll deductions, timely computation and payment of payroll taxes and retirement plan deposits.
- In partnership with Executive Director, prepares the annual budget and revises budget forecasts as needed.
- Oversee the research, prospect, preparation and submission of grant proposals, applications and reports to private foundations, corporations, governmental entities, and individuals allowing adequate time for review by the Executive Director.
- Monitors and analyzes budget-to-actual expenditures on a monthly basis, taking appropriate action as necessary.
- Develops fiscal and budget communication systems with all programs to facilitate the achievement of agency goals and fiscal stewardship.
- Collaborates with HLFCC's teams to implement department-specific budgetary goals, short-term and long-term.
- Develops strategic financial planning and scenario analysis for HLFCC's Executive Director and the Board of Directors.
- Oversees and coordinates annual financial audits and tax filings.
- In conjunction with Executive Director, evaluates the financial impact of insurance programs.
- Oversees and leads all contracts functions, coordination with programs, and assurance of effective systems for fiscal and legal compliance.
- Reviews all major contracts and expenditures to ensure the reasonableness and cost-effectiveness of the purchase of services or goods.
- Manages third-party vendors that provide services to HLFCC.

- Update and implement all necessary business policies and accounting practices and improve the finance department's overall policy and procedure manual. Create financial policies and procedures that are aligned with GAAP and federal requirements for monitoring revenue and expenditure.
- Other duties as assigned by the Executive Director.

### **Knowledge, Skills and Abilities Sought**

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- A Bachelor's degree in Business, Finance, Accounting, or a related field is required. In lieu of educational requirement, a minimum of four years' experience performing payroll, AP/AR functions and general ledgers within a nonprofit organization may be substituted.
- A Master's degree or CPA designation is strongly preferred.
- Demonstrated history of financial operations, budget management, staff supervision, and strategic planning; preferable in the nonprofit sector.
- Ability to work sensitively with people from diverse cultural and economic backgrounds.
- Excellent oral and written communication skills, including the ability to present financial information and reports to the Board of Directors and other groups, both internally and externally
- Works well independently and within a multi-disciplinary team environment, managing multiple projects and priorities and works cooperatively to meet internal and external requests.
- Possesses excellent interpersonal skills, including the ability to listen and be responsive to colleagues, donors, advisors, and the Board of Directors.
- Provides strong and innovative leadership in developing and implementing programs and working effectively across the organization.
- Ability to exercise independent judgment in matters related to finance (i.e. addressing issues with vendors, investigating errors on billing, etc.).
- Thought leader who sees the whole picture.

### **Our Benefits**

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- Full-time employees receive the opportunity to participate in employer paid health insurance options, along with optional dental, vision, and supplemental plans.
- Retirement plan with an employer match
- 20 days of Paid Time Off (PTO)
- 11 paid holidays

### **Additional eligibility requirements**

- Must pass background check, including fingerprinting clearance
- Ability to work in the United States

### **Affirmative Action/EEO statement**

Highland Lakes Family Crisis Center is proud to be an equal opportunity employer. We do not discriminate with regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status.

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply please email your current resume along with a cover letter to [jobs@hlfcc.org](mailto:jobs@hlfcc.org)

*This position will stay open until a suitable candidate is found.*