

Date Posted: 10/23/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Chief Financial Officer

Employer/Agency: HACS

Job Description: The Chief Financial Officer is a senior member of the management team responsible for the fiscal management of the organization, which includes management of the accounting staff, contracted accounting services (e.g. accounting firms, CPAs), budget, audit, human resources and IT for all HACS programs and operations. The CFO reports to the CEO and work closely with other senior managers as a function of oversight of the organization and with them individually to ensure that the financial and management systems are supporting them sufficiently. This position is responsible for compiling financial reporting, accounting system development, internal and external audit coordination, internal control management, and costs analysis and reporting. This position is also responsible for the organization's computer network system. The CFO will also work with the Chair of the Board of Directors, the Treasurer and other board members as necessary.

Qualifications: Professional

- Undergraduate degree in the field of human services and/or business, preferably with an advanced degree and/or CPA;
- At least five years experience in a senior level financial management position within a not-for-profit organization, preferably in a federally qualified health center;
- Thorough knowledge of third-party reimbursement practices;
- Experience and thorough knowledge of grant and contract management, especially involving government funding;
- Experience assisting in preparation of grant applications;
- Sufficient experience and knowledge to oversee IT systems for HACS;
- Knowledge of standard management and human services practices and principles;
- Experience managing staff of Financial, IT and HR professionals;
- Experience developing projections and financial forecasts;
- Experience and ease working effectively with board of directors or similar group, CEO, staff and peers;
- Demonstrated ability to communicate and work effectively with others involved in the financial area including funders and bankers, understanding their perspective while representing the interests of HACS;

Personal

- Deep commitment to the mission of providing quality health care to people of every socio-economic level;
- Attentive to detail;
- Highest ethical standards;
- Ability to work on several projects simultaneously;
- Ability to work effectively to meet deadlines;
- Excellent oral and written communications skills;
- Visibly respectful of co-workers, clients and others;
- Energetic, creative and pro-active;
- Interest in and awareness of changes taking place in providing health care and how that affects HACS.

Salary/Hours: DOE

Employer/Agency: HACS
Address: 2150 West 18th Street, Suite 300
City, State, Zip: Houston, TX 77008

Contact Person: Andrea Richards
Email Address: arichards@hacstxs.org

Application Method: Employment Application Forms can be obtained **here**http://www.hacstxs.org/objects/2012-30_Chief_Financial_Officer.pdf or HACS' Administration Office.

Job Posting Number: 2012-30

Also complete a background check form, education verification forms, professional reference check forms, and employment verification forms, which, are also on our website. **Resumes are required but will not be accepted in lieu of HACS' Employment Application Form.** You may submit your completed application and other required forms by faxing, scanning and e-mailing, mailing, or delivering your information to:

Houston Area Community Services, Inc.
Attn: Andrea Richards, Human Resources Manager
2150 West 18th Street, Suite 300
Houston, TX 77008

For more information email arichards@hacstxs.org No phone calls please.
Website: www.hacstxs.org Fax: 713-979-3651

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at

mswjobs@sw.uh.edu *with the hiring details of your new job opportunity.*
Thank you