

Aggieland Humane Society- Job Description

Finance Director

Reports to: Executive Director

Non-Exempt/Exempt: Exempt

Summary

Primarily responsible for the financial function of the Humane Society, including the accounting and budgeting responsibilities that sustain and propel the mission. Additionally, this role will steward innovative and efficient measures to streamline departmental functions, improve productivity, maximize compliance, and provide administrative human resources support. This role is vital to the health, success, and sustainability of the agency.

Key Responsibilities

- **Financial Operations Management:** Oversees the execution of the day-to-day financial operations, which include accounts payable, accounts receivable, payroll, and expense management. Monitors the cash flow, financial transactions, and reconciliation process to maintain accurate financial records, ensuring compliance with federal, state, and local guidelines.
- **Process Improvement:** Identifies opportunities for improvement within financial operations to streamline workflows and enhance productivity. Additionally, researching, developing, and applying best practices, automation, and technology to optimize operational efficiency.
- **Budget Oversight:** Collaborates with various organization members to develop, monitor, and manage budgets that align with the agency's mission and vision. This includes providing analysis and insights on budget performance, variances, and resource allocation.
- **Financial Reporting:** Oversees the preparation and distribution of comprehensive financial reports and statements, highlighting key performance and financial health indicators and ensuring timely and accurate reporting. Additionally, compiles data for grant reporting to satisfy grantor requirements.
- **Strategic Planning Support:** Collaborates with executive leadership, Finance Committee members, and shelter management to provide financial insights that support strategic decision-making and business planning.
- **Human Resources Management:** Assist the Executive Director with mitigating legal risk to the organization through proactive training and education, clear systems and processes for managing conflicts with and between employees, and handling and investigating complaints of harassment/discrimination and other unjust practice allegations.
- **Legal Compliance:** Maintain current knowledge and application of all relevant laws and regulations at the local, state, and national levels relating to employment and ensure organizational compliance. This includes educating and advising managers and executive leaders on HR-related legal and regulatory matters and ensuring HR programs, practices, and policies are aligned. Ensure that employee files and records are properly and securely maintained.
- Other duties may be assigned.

Required Education and Experience

- BA/BS in Accounting, Nonprofit Management, or a closely related field plus 5+ years of directly related experience.
- Experience with Quickbooks Pro and in-house full-service payroll
- Oversight and confidentiality of record management

- Effective financial management skills with demonstrative experience
- Exceptional organizational skills, detail-oriented and a high level of accuracy in all functions
- Proficiency in Microsoft Office and Windows Operating Systems
- Ability to communicate effectively with all levels of employees
- A Texas Class C driver's license with a good driving record
- All offers are subject to completion of a background check and credit report
- Budget and payroll experience

Preferred Skills/Abilities/Other Requirements

- Experience in Non-Profit financial management, specifically 501(c)3
- Experience with creating, monitoring, and executing budgets in excess of \$3 Million
- Experience with managing finances with multiple revenue sources, including public sector contracts
- Formal training in human resources management and organizational legal management
- Bilingual English/Spanish