



FLSA Classification

Exempt

Salary/ Compensation

\$90,000

Reports to

Board of Directors

Anticipated Start Date

June 30, 2023

Chief Financial and Operations Officer

Youth Rise Texas is seeking a community driven individual to serve as its Chief Financial and Operations Officer (CFOO). Youth Rise Texas (YRTX) is an Austin-based organization that is working to create a leadership development pipeline that will put youth at the forefront of healing our communities and winning demands safeguarding or realizing rights. YRTX provides programs and services that allow youth to heal, act for change, and build compassionate communities.

Summary

The CFOO will have overall managerial responsibility for all aspects of the financial operations including accounting, budgetary, operational, and programmatic support to agency programs and activities. The CFOO directly oversees and supervises the financial/accounting staff, consultants and other departments and directly manages the relationship with third-party vendors related to Accounting, Auditing, and Human Resources. The CFOO will report directly to the YRTX Board of Directors and work in parallel to the Co-Executive Director(s) to execute the long-term vision of the organization and provide senior leadership for staff.

Essential Functions

- Actively manage the day-to-day accounting and financial operations of YRTX in keeping with the YRTX Financial Policy Document
- Develop budgets for the organization, individual programs, and new or proposed services (including the preparation of budget revisions as needed).
- Prepare, analyze, and present monthly financial reports, programs, and activities.
- Report on financial results and issues to the Co-Executive Directors and Board of Directors.
- Oversee and review the preparation of all programmatic financial reporting required for funding sources.
- Manage the Billing, Accounts Receivable and Accounts payables functions/staff.
- Oversee the banking activities and actively manage cash flow.
- Lead the negotiation and execution of agency contracts.
- Initiate accounting control systems and internal audits.
- Supervise changes in legal, regulatory, and administrative environments.
- Manage the agency's liability insurance program, including ongoing risk analysis.

Requirements Education, Experience, and Competencies:

- Four to seven years of senior budgeting experience in the nonprofit sector. MBA or CPA a plus.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Creativity, with experience funding activities in ways that both cover costs and generate operating margins.
- Demonstrable passion for the Youth Rise nonprofit mission.
- Leader with integrity and a desire to work in a dynamic environment.

Supervisory Responsibilities

The CFOO will be responsible for direct supervision of the Operations Manager. Because of the nature of Youth Rise Texas' leadership and developmental management model, all staff engage in projects that require upward, horizontal, and downward personnel and project management as appropriate.

Work Environment

YRTX is a small, intergenerational staff (> 20) that includes teens, young adults, and those with long careers in non-profit and social justice work. We intentionally build community, relate and

attend to each other as co-workers and individuals, and make space for everyone's continued learning, growth, and personal and professional development.

Our physical business offices are located in Austin, TX. During the COVID period, all staff have the option to work from home part- or full-time, and we limit the number of staff who can be in the office at any given time.

Affirmative Action/EEO Statement

It is the policy of Youth Rise Texas to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Other duties

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

How to apply

Please send a brief cover letter and resume to jobs@youthrisetx.org with the subject line 'CFOO.' Please do not call or email to inquire about the status of your application. This application will remain open until the position is filled. The compensation for this role is commensurate with experience.