



Chief Financial Officer

Ascend Dallas is a nonprofit organization committed to helping women and families create their path to a better life through financial security and parenting supports. Formerly known as the WiNGS, Ascend Dallas serves nearly 2,000 people each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals – Ascend Dallas is the place for you.

The CFO is responsible for all aspects of the financial and operational functions of the agency. This position handles the necessary details to prepare financial statements while providing high-level forecasting and departmental administration. The CFO manages agency contracts and serves as the primary liaison for audits, tax reporting, property insurance, and benefits brokers. The CFO is a member of the agency's leadership team and the Finance Committee of the Board of Directors.

This position is hybrid, requiring three days in the office each week. Proficiency with technology is essential for both remote and in-office work.

PRIMARY RESPONSIBILITIES:

Financial Management

- Ensure compliance with generally accepted accounting principles (GAAP) and federal, state, and local laws
- Oversee daily accounting and financial operations
- Complete the month-end close process, ensuring journal entries, account analyses, and bank reconciliations are completed monthly
- Prepare and manage annual budgets and interim projections
- Oversee the agency's banking activities and actively manage cash flow to meet agency needs
- Manage financial software, serving as the primary liaison to vendors and support teams
- Provide essential support for bi-weekly payroll processing, ensuring adherence to payroll policies and regulatory requirements
- Serve as an integral part of the payroll system management, ensuring accurate and timely payroll execution
- Oversee tax compliance, 401k compliance & reporting including payroll tax filings, annual non-profit federal income-tax returns, year-end W-2/1099, and ACA reporting

Donations/Grants/Contracts

- Collaborate with the CDO and CSO to develop project budgets and ensure expenditure aligns with grant requirements
- Compile financial reporting materials for funders
- Work with the CSO to complete monthly billing for reimbursable contracts and complete required training for contract compliance

Facility Operations

- Oversee agency contracts for business operations, managing tracking systems to ensure timely evaluation of renewals or terminations. Negotiate contracts as needed
- Manage facility staff, ensuring efficient execution of work orders
- Identify opportunities and implement changes to reduce operational costs

Compliance/Risk Management

- Lead and manage the annual audit process, serving as the primary liaison with the independent auditor to ensure the audit is completed smoothly and in a timely manner
- Manage accounting control systems, conduct internal audits as needed to ensure compliance, and communicate recommendations to the leadership team as required
- Act as the point person for property and casualty insurance procurement and claims
- Manage all vendor relations and contracts

Leadership

- Consistently analyze financial data and present accurate and timely financial reports
- Clearly communicate monthly, quarterly, and annual financial statements, keeping senior leadership informed of the agency's financial status
- Monitor legislation relevant to the agency and ensure compliance with federal, state, and local laws and regulations. Pursuing professional development opportunities as needed
- Attend and present at Board and Finance Committee meetings
- Participate in the Investment Committee for the organization's 401k plan
- Provide training and mentorship to the business team
- Maintain strict confidentiality regarding requests, reports, and budgets that contain sensitive and proprietary information

QUALIFICATIONS:

- Minimum of five years of senior-level financial experience within a nonprofit organization
- Master's degree (MA/MBA preferred) in Business, Management, or Finance
- Certified Public Accountant (CPA) designation required
- Knowledge of general accounting and financial reporting procedures in accordance with GAAP, OMB Circulars A-133 and A-122
- Knowledge of Human Resources laws, regulations, and practices, including payroll and tax processing, benefits, and retirement plans
- Strong experience with Sage Intacct accounting software is required
- Experience with Salesforce is a plus

ESSENTIAL SKILLS

- Personal qualities of integrity, credibility, and a commitment to Ascend Dallas's mission
- Flexible and self-starter; able to multitask while maintaining attention to detail
- Strong problem-solving skills, with the ability to analyze and resolve issues effectively
- Excellent interpersonal skills, with experience collaborating in multi-disciplinary, diverse, and dynamic teams. Effective communication skills, both verbal and written
- Ability to quickly learn new technology platforms

PERKS & BENEFITS

- Medical/Dental/Vision/Short-Long Term Disability. Company paid Life Insurance
- 401k with company match
- Optional remote workdays
- Paid Parental leave
- Generous PTO package including extended time off from December 24th to New Years

HOW TO APPLY:

Ascend Dallas is an equal opportunity employer. For immediate consideration, qualified candidates should submit a resume via email to jobs@ascenddallas.org